



Australian Government

Department of Education, Employment and Workplace Relations

FPICOT3257 Follow cultural heritage requirements

Release: 1

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Modification History

Version	Detail
1	New unit

Unit Descriptor

This unit describes the outcomes required to identify and protect Indigenous, historical and natural heritage sites in line with relevant legislation.

Application of the Unit

This unit involves identifying cultural heritage sites, applying protective measures, and monitoring work practices with the aim of improving cultural heritage awareness and care in a variety of work settings, including a forest or private native forest, horticultural, domestic, local council or emergency services environment.

Licensing/Regulatory Information

General workplace legislative and regulatory requirements apply to this unit.

Pre-Requisites

Not applicable.

Employability Skills Information

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 required 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/or the Range Statement. Assessment of performance is to be consistent with the Evidence Guide..

Elements and Performance Criteria

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|--|--|
| 1 Access and interpret cultural heritage legislation and organisational procedures | <p>1.1 Identify and review information on occupational health and safety (OHS), legislative and organisational requirements relevant to recognising and following cultural heritage protection, maintenance and recording</p> <p>1.2 Identify and interpret key principles and requirements that apply to cultural heritage protection and preservation</p> <p>1.3 Identify partnership arrangements and relationships with appropriate government departments, agencies and other relevant community organisations</p> <p>1.4 Identify Indigenous, historical and natural heritage sites and/or objects in the forest operational plan and maps</p> |
| 2 Apply cultural heritage legislative procedures | <p>2.1 Review work order and identify and clarify the potential impact on cultural heritage with appropriate personnel</p> <p>2.2 Locate and identify Indigenous, historical and natural heritage sites and/or objects in the field</p> <p>2.3 Assess and report risks and hazards to cultural heritage sites</p> <p>2.4 Apply relevant requirements for the selection and use of protection zones, signage, field markings and equipment and verify them with appropriate personnel</p> <p>2.5 Carry out cultural heritage protection measures in line with legislative requirements</p> <p>2.6 Identify situations requiring specialist advice and the need to seek assistance, in line with organisational requirements</p> |
| 3 Monitor work practices to comply with legislation | <p>3.1 Monitor and adjust work practices to meet changing conditions</p> <p>3.2 Monitor and maintain cultural heritage protection measures</p> <p>3.3 Identify and report non-compliant work practices to appropriate personnel</p> <p>3.4 Identify improved work practices and</p> |

make recommendations in line with organisational continuous improvement procedures

4 Maintain records

4.1 Revise and update forest operational plans in line with legislative and organisational requirements

4.2 Complete relevant **documentation and reporting** processes in line with legislative and organisational requirements

Required Skills and Knowledge

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

Required skills:

- Literacy skills to:
 - locate, read, interpret and convey information in written, diagrammatic and/or verbal form
 - complete and maintain documentation to support legislation and organisational requirements
- Communication skills and interpersonal techniques to interact appropriately with a range of stakeholders
- Problem-solving skills to:
 - identify problems that impact the site and make appropriate adjustments
 - review, identify and interpret work requirements

Required knowledge:

- Federal, state and territory legislation, regulations, standards, codes of practice and established safe practices relevant to the processes for implementing and monitoring cultural heritage protection procedures
- Organisational and site standards, requirements, policies and procedures associated with cultural heritage protection
- Importance of Indigenous, historical and natural heritage conservation
- Procedures for preventing harm to cultural heritage sites and objects
- Established communication channels and protocols
- Problem identification and common fault-finding techniques
- Types of tools, equipment and procedures for their safe use and maintenance

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 implement and monitor cultural heritage identification and protection principles in a workplace environment

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 federal, state or territory legislative and regulatory requirements and codes of practice relevant to implementing cultural heritage protection principles
- following organisational policies and procedures relevant to implementing and monitoring cultural heritage protection principles
- effective communication and safe work practices
- applying best practice and industry-acceptable cultural heritage protection procedures
- monitoring and maintaining cultural heritage protection procedures
- identifying and reporting non-compliant work practices
- completing relevant workplace documentation and reporting procedures

Context of and specific resources for assessment

- Competency is to be assessed in the workplace or a 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 requirements and Australian standards
- 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 methods 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, 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

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 federal, state or territory legislation and regulations, and organisational safety policies and procedures and may include:
 - safe work procedures
 - hazard and risk control
 - elimination of hazardous materials and substances
 - techniques for manual handling, including shifting, lifting and carrying

Legislative requirements:

- are to be in line with applicable legislation from all levels of government that affect forest operations in relation to cultural heritage protection and may include:
 - specific site environmental management plans
 - relevant codes of practice
 - Safe Work Australia code of practice 'Managing Risks in Forest Operations'
 - relevant Australian and industry standards
 - forest operational plans
 - hazard reduction policy and procedures
 - plantation legislation
 - reforestation codes
 - duty of care

Organisational

- legal compliance documentation

- requirements** may include:
- organisational and site guidelines
 - policies and procedures relating to own role and responsibility
 - procedural manuals
 - quality and continuous improvement processes and standards
 - OHS emergency and evacuation procedures
 - ethical standards
 - recording and reporting
 - equipment use, maintenance and storage
 - environmental management requirements, including waste minimisation and disposal, recycling and re-use guidelines
 - supervision requirements
 - training and licensing

- Government departments and agencies:**
- are those federal, state or territory and local departments, authorities, commissions or offices responsible for and administering cultural heritage legislation, codes, guidelines and policy and procedures, and may include:
 - Indigenous affairs and culture
 - heritage and history
 - environment
 - sustainability
 - forestry
 - parks and wildlife
 - water

- Indigenous heritage:**
- consists of any place or object of significance to Indigenous people because of their traditions, observances, lore, customs, beliefs and history, and may include:
 - sacred sites
 - ceremonial sites
 - burial sites
 - rock art and engravings
 - ochre pits
 - scatter sites

- scarred or carved trees
- stone arrangements or bora rings
- stone tool manufacture and grinding sites
- artefacts
- massacre sites

Historical heritage:

- is the legacy of physical artefacts inherited from past generations, maintained in the present and bestowed for the benefit of future generations, and may include:
 - buildings
 - constructions
 - mining ruins
 - roadways
 - landscape features, including:
 - convict markings or carvings
 - blazed trees
 - historic locations and sites
 - monuments
 - historic artefacts and objects

Natural heritage:

- designates outstanding physical, biological and geological features, which may include:
 - physiological feature
 - paleontological feature
 - biological formation
 - habitat of protected, rare or endangered species
 - specific species management area
 - scientific site
 - educational significant site
 - spiritual site
 - nature reserve
 - wilderness area

Operational plan:

- may include:

- harvesting plan
- coupe plan
- road plan
- drainage plan
- maps
- aerial photographs
- generally includes information and instructions relevant to:
 - general coupe/compartment requirements
 - forest inventory
 - trees to be felled and retained
 - site plan and environmental features
 - environmental requirements
 - exclusion zone data and details
 - sensitive habitat locations

Appropriate personnel
may include:

- colleagues
- supervisors
- managers
- regulatory agency personnel

Protection zones:

- are areas or zones where operational conditions are varied by prescriptions for the management and protection of cultural heritage sites, and may include:
 - sites of cultural or heritage significance
 - Indigenous sacred sites
 - protected areas or features
 - sites containing danger or risk
 - exclusion zones

Changing conditions:

- are those conditions that can alter or change and therefore require different work strategies or practices to maximise cultural heritage protection from an increased risk of harm and may include:
 - unexpected discovery of an Indigenous site

- changing cultural sensitivity
- unexpected discovery of a heritage or historic site
- environmental features, changing ecology or ecosystem or habitat
- protected, rare or endangered species encountered
- operational conditions, such as:
 - adverse weather conditions
 - wind
 - light
- ground conditions
- fire

Documentation and reporting may include:

- notifiable Indigenous heritage information requirements
- archaeological or historic finds
- legislative compliance
- environmental compliance
- information on appropriate habitats or landscape features
- exclusion zones
- hazards or potential cultural heritage hazards and risks
- quality outcome requirements and records
- certification requirements
- maintenance schedules and records
- verbal, manual or computer-based system

Unit Sector(s)

Common Technical

Competency field

Competency field n/a