



Australian Government

FPIWPP3218B Plan and coordinate machining of panels

Release: 1

FPIWPP3218B Plan and coordinate machining of panels

Modification History

FPI05 changed to FPI11 in Method of assessment

Unit Descriptor

Unit descriptor This unit describes the outcomes required to plan the production of panels and cutting patterns, coordinate cutting processes and monitor equipment and output. 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 FPIWPP3218A Plan and coordinate machining of panels.

Application of the Unit

Application of the unit The unit involves planning and coordinating machining of panels in a forest products factory setting. 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

Prerequisite units

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 machining operations	1.1. Applicable Occupational Health and Safety (OHS), environmental, legislative and organisational requirements relevant to planning and coordinating machining of panels are identified and followed 1.2. Variations in panel characteristics are assessed, recorded and reported to operators 1.3. Panel machining schedules are produced and applied in line with site procedures 1.4. Panel type and sizes including order information are planned, scheduled and communicated to operators 1.5. Cutting patterns are planned and prescribed 1.6. Communication with others is established and maintained in line with OHS requirements
2. Monitor panel machining performance	2.1. Standard cutting patterns are reviewed for suitability to planned cutting schedules 2.2. Panel cutting processes are monitored for effectiveness of cutting pattern and condition of panel 2.3. Assistance is provided to operators with the evaluation of panels and machining problems 2.4. Panel management and output are monitored to record possible process improvements 2.5. Panel machining, major problems and equipment faults are investigated, recorded and reported in line with site requirements
3. Coordinate panel cutting	3.1. Cutting operations and output are monitored to record and action possible process improvements based on cutting patterns and panels being processed 3.2. Modifications are made to cutting patterns or schedules to ensure optimum performance and communicated to operators 3.3. Cutting improvement modifications are documented and communicated in line with site procedures 3.4. Cutting output details are obtained and recorded in line with site requirements 3.5. Machined panels are directed to storage or transferred for further processing 3.6. Processes for rejecting and disposing of unsuitable machined panels and off-cuts are followed in line with site procedures and environmental requirements 3.7. Operating logs and cutting records are completed and maintained to site standards

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 tools, machinery and equipment; accurately record and report workplace information, and maintain documentation; efficiently and safely plan and coordinate panel machining operations
- Communication skills and interpersonal techniques sufficient to interact appropriately with colleagues and others in the workplace
- Literacy skills sufficient to accurately record and report workplace information, and maintain documentation
- Numeracy skills sufficient to estimate, measure and calculate time required to complete a task
- Problem solving skills sufficient to identify problems and equipment faults and 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 planning and coordinating machining of panels
- Environmental protection requirements, including the safe disposal of waste material and the cleaning of plant, tools and equipment
- Organisational and site standards, requirements, policies and procedures for planning and coordinating machining of panels
- Environmental risks and hazards
- Typical routine problems encountered in the process and with equipment and adjustments required for correction
- Types of tools and equipment and procedures for their use, operation and maintenance
- Panel selection procedures and management
- Cutting pattern methodologies
- Cutting sequences
- Established communication channels and protocols
- Problem identification and resolution strategies and common fault finding techniques
- Types of tools and equipment and procedures for their use, operation and maintenance
- Appropriate mathematical procedures for estimating and measuring, including calculating time to complete tasks

REQUIRED SKILLS AND KNOWLEDGE

- 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 safely and efficiently plan and coordinate panel machining operations in line with organisational requirements

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 planning and coordinating machining of panels
- following organisational policies and procedures relevant to planning and coordinating machining of panels
- planning and coordinating panel machining operations for the enterprise
- modifying cutting patterns and schedules for panel machining within the enterprise
- coordinating personnel to follow planning, communications and scheduling for panel machining

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

EVIDENCE GUIDE

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, 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.

RANGE STATEMENT

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

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

RANGE STATEMENT

- recording and reporting requirements
- equipment use and maintenance and storage requirements
- environmental management requirements (waste minimisation and disposal, recycling and re-use guidelines)

RANGE STATEMENT

Operators

are the personnel who use the machines to cut, shape or profile panels to size, shape or profile

Panel machining

is the process of cutting panels to size, shape or profile

Panel types may include:

- laminated
- veneered
- plywood
- chipboard
- fibreboard
- medium density fibreboard

with a range of:

- sizes
- surface treatments
- edge treatments
- thicknesses
- grades

Cutting patterns are to include:

- ways in which the panel is cut, shaped or profiled to achieve the output results planned for that panel

Communication may include:

- verbal and non-verbal language
- constructive feedback
- 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
- body language

Output is to include:

- size
- volume recovery
- finish
- dimensional consistency
- quality of panels produced

Records and reports may include:

- planning and monitoring outcomes
- operating logs
- cutting records
- material movement

RANGE STATEMENT

- despatch outcomes
- storage locations
- quality outcomes
- hazards
- incidents
- equipment malfunctions

and may be:

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

RANGE STATEMENT

Storage may include:

- storage racks
- storage bays
- bins
- stacks
- pallet boxes
- modularised storage components
- temporary stacking bays (stand, frame or ground)

and may be divided into:

- standard product classification
- product designation
- size
- dimension
- stack number
- weight
- grade
- shelf life
- stock rotation position

Transferral may include:

the use of:

- conveyor belt systems
- track systems
- lifting equipment such as:
 - fork lifts
 - slings
 - trolley jacks
 - gantry cranes
 - loaders
- assistance with lifting such as:
 - the involvement of two or more personnel to lift materials manually or to guide the movement of mechanical equipment

Disposing of may include:

- recycling unsuitable machined panels and off-cuts
- re-using unsuitable machined panels and off-cuts

Unit Sector(s)

Unit sector No sector assigned

Co-requisite units

Co-requisite units

Competency field

Competency field Wood Panel Products