



Australian Government

Department of Education, Employment and Workplace Relations

FPIFGM3202A Extract seed

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit specifies the outcomes required to extract and process native or non-native seed using an extraction unit. The unit includes seed storage requirements and extraction unit maintenance.

This unit replaces FPIFGM006A Extract seed

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Application of the Unit

This unit supports the attainment of skills and knowledge required for competent workplace performance in forest and forest products operations of all sizes. The unit applies to a forest environment and involves application of skills and knowledge at a tradesperson level. These skills and knowledge are to be used within the scope of the persons job and authority

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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

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

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Elements and Performance Criteria

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Element	Performance Criteria
1 Receive seed-bearing material into store	1.1 Applicable Occupational Health and Safety (OHS), legislative and organisational requirements relevant to seed extraction are identified and complied with 1.2 Work order is reviewed and checked with appropriate personnel 1.3 Seed bearing material is received, visually assessed, and species identified and checked with container label 1.4 Received containers are weighed and identified in accordance with site procedures 1.5 Material is stored in dry and well-ventilated conditions in accordance with site procedures 1.6 Communication with others is established and maintained in accordance with OHS requirements
2 Extract seed	2.1 Seed extraction is conducted in accordance with work order, environmental and OHS requirements 2.2 Seed extraction processes are planned and checked for safe working conditions 2.3 Extraction units and equipment are selected appropriate to work requirements and checked for operational effectiveness in accordance with

- manufacturer's recommendations
- 2.4 Seed extraction **systems** are operated and monitored in accordance with manufacturer's recommendations
- 2.5 Seed-bearing material is placed in/on extraction unit and agitation is undertaken as required to maximise yield
- 2.6 Seed capsules are inspected and unextracted seed is reprocessed as required to ensure maximum yield
- 3 Clean and store seed
 - 3.1 Seeds are separated from other materials, weighed and stored in accordance with species requirements and site procedures
 - 3.2 **Seed information** is accurately recorded in accordance with site procedures
 - 3.3 Seeds are **packaged** for storage in accordance with industry, legislative and organisational requirements
- 4 Clean and maintain extraction unit
 - 4.1 Residue and other waste material is disposed of in accordance with site environmental management guidelines
 - 4.2 Extraction units and equipment are cleaned, maintained and calibrated in accordance with manufacturer's recommendations and site procedures
 - 4.3 Abnormal operation or faults with extraction units and equipment are reported for corrective action in accordance with site procedures
 - 4.4 Work areas are cleaned and maintained in accordance with site and organisational requirements
 - 4.5 Seed extraction information and results are **recorded and reported** in accordance with site procedures

Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this uni

Required skills include:

comply with legislation, regulations, standards, codes of practice and established safe practices and procedures for seed extraction

use and maintain seed extraction units

identify problems and equipment faults and demonstrate appropriate response procedures

use appropriate communication and interpersonal techniques with colleagues and others

accurately record and report workplace information, and maintain documentation

efficiently and safely carry out seed extraction techniques

apply appropriate mathematical techniques to calculate seed weights

identify a range of seed species from capsules and apply accurate identifying information

Required knowledge and understanding includes:

applicable Commonwealth, State or Territory legislative, regulatory or certification requirements and codes of practice relevant to seed extraction

organisational and site standards, requirements, policies and procedures for seed extraction

principles of cultural diversity and access and equity

environmental protection requirements, including the safe disposal of waste material

established communication channels and protocols

problem identification and resolution

types of extraction units and equipment and procedures for their safe use, operation and maintenance

procedures for the recording, reporting and maintenance of workplace records and information

appropriate mathematical procedures for estimation, measurement and calculation

hazards associated with seed extraction, processing and storage

range of seed species including native and non-native

seed extraction processes for native and non-native species

storage procedures and requirements for different seed species

KEY COMPETENCIES

These seven key competencies represent generic skills considered necessary for effective participation by an individual in the workplace
Performance Level 1 - at this level, the candidate is required to undertake tasks effectively
Performance Level 2 - at this level, the candidate is required to manage tasks
Performance Level 3 - at this level, the candidate is required to use concepts for evaluating and reshaping tasks

Key Competency	Example of Application	Performance Level
How are ideas and	By communicating in simple	2

information communicated?	language to confirm work requirements, convey information and requests to colleagues and report and record outcomes of extraction and storage of seed	
How can information be collected, analysed and organised?	By collecting, organising and understanding information required to undertake seed extraction and storage processes	2
How are activities planned and organised?	By organising work activities in the correct sequence for extracting, cleaning and storing seed to be completed within the designated timeframes	2
How is team work used?	By using effective communication and interpersonal techniques with colleagues and others to maximise confidence, satisfaction and productivity during seed extraction processes	1
How are mathematical ideas and techniques used?	By calculating time to complete tasks and weighing seed	1
How are problem solving skills applied?	By establishing safe and effective processes for extracting and storing seed which anticipate likely problems to avoid wastage and downtime	2
How is the use of technology applied?	By selecting and using extraction units and equipment to extract seed	2

Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Packag

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 identify, extract, clean and store material in accordance with species requirements and organisational guidelines

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

Comply with applicable Commonwealth, State or Territory legislative and regulatory requirements and codes of practice, including OHS, environmental and organisational policies and procedures, relevant to seed extraction processes

Communicate effectively and work safely with others in the work area

Effectively apply seed extraction and storage techniques in accordance with work order instructions and within prescribed organisational tolerances

Efficiently operate, clean and maintain extraction units and equipment

Accurately record seed species information and extraction results and maintain 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 essential underpinning knowledge, other than confirmatory questions, will usually be conducted in an off-site context

Assessment is to comply with relevant regulatory or Australian Standards requirements

The following resources should be made

available:

workplace location or simulated workplace

materials and equipment relevant to seed extraction processes

specifications and work instructions

Method of assessment

Assessment must satisfy the endorsed Assessment Guidelines of the FPI05 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 underpinning knowledge

Assessment must be by direct observation of tasks, with questioning on underpinning knowledge and it must also reinforce the integration of key competencies

Assessment methods must confirm the ability to access and correctly interpret and apply the essential underpinning 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 in the Performance Criteria is detailed below

OHS requirements are to be in accordance with Commonwealth, State or Territory legislation and regulations, and organisational safety policies and procedures. Requirements may include:

the use of personal protective equipment and clothing
safety equipment
first aid equipment
fire fighting equipment
hazard and risk control
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 accordance with applicable legislation from all levels of government that affect organisational operation. Requirements 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
heritage and traditional land owner issues

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, ethical standards, recording and reporting, access and equity principles and practices, equipment use, maintenance and storage,

	environmental management (waste disposal, recycling and re-use guidelines)
Seed	may be native or non-native species
Work order	is to include information and instructions on material to be extracted and site seed extraction requirements
Appropriate personnel	may include supervisors, suppliers, clients, colleagues and managers
Weight	of seed is determined by properly calibrated and maintained scales scales used for weighing may be under licence from the weights and measures authority
Identifiers	may be alphanumeric, bar coded, colour coded, and symbols
Conditions	for storage of material must be free of humidity or wetness to protect against incidence of fungus
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 and body language
Extraction units and equipment	may include kilns operated by gas, solar, oil, or electricity, sieves of various sizes, air drying racks and trays, lifting devices (overhead gantry, fork lift, conveyor belts, electronic/manual balance scales)
Systems	may be electronic or manual
Seed information	includes details of species, weight, place or origin and container identifier
Packaging	is to ensure protection of seeds and to maintain traceability to collection source
Records and reports	may be maintained by electronic data base,

card index, data sheets, and filing systems
may be manual, using a computer-based
system or another appropriate organisational
communication system

Unit Sector(s)

Not applicable.

Competency Field

Forest Growing and Management
Forest Growing and Management