



Australian Government

Department of Education, Employment and Workplace Relations

FPPNUM320A Measure and calculate routine workplace data

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor This unit describes the outcomes required to measure and calculate routine workplace data in the pulp and paper industry

General legislation, regulatory, licensing and certification requirements applicable to this unit are detailed in the range statement

Application of the Unit

Application of the unit This unit applies to operators who measure and calculate routine workplace data in the pulp and paper industry. This work typically involves complex integrated equipment and continuous operations

This unit generally applies to those who:

- use routine measuring instruments
- calculate routine workplace measures
- calculate performance measures, and
- record routine workplace data

to meet safety, quality and productivity requirements

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. Use routine measuring instruments	1.1. Routine measuring instruments are used within Occupational Health and Safety (OHS) regulations, environmental and safe working requirements/practices, Standard Operating Procedures (SOP), and housekeeping requirements 1.2. Measuring instruments are selected and used to measure common workplace units 1.3. Faults with measuring instruments are identified and reported
2. Calculate routine workplace measures	2.1. Routine workplace measures are calculated within OHS regulations, environmental and safe working requirements/practices, SOP, and housekeeping requirements 2.2. Basic mathematical processes are used to calculate routine workplace measures of product characteristics 2.3. Calculations are verified by using estimating techniques
3. Calculate performance measures	3.1. Performance measures are calculated within OHS regulations, environmental and safe working requirements/practices, SOP, and housekeeping requirements 3.2. Percentages, ratios and proportions are calculated to derive information about workplace requirements and performance 3.3. Deviations in performance are identified and measured to determine the extent of variations
4. Record routine workplace data	4.1. Routine workplace data is recorded within OHS regulations, environmental and safe working requirements/practices, SOP, and housekeeping requirements 4.2. Results are recorded on standard graphs or charts 4.3. Errors in recording information on charts are identified and rectified 4.4. Graphs or charts are interpreted to identify trends and variations

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the skills and knowledge required for this unit.

Required skills

- Uses required forms of communication in measuring and calculating routine workplace data
- Reads and interprets required documentation, procedures and reports
- Accesses, navigates and enters computer-based information
- Identifies and actions problems within level of responsibility
- Sources and applies new ideas and techniques to address unfamiliar situations or resolve problems
- Identifies routine faults in measuring instruments
- Uses numeracy skills and mathematical concepts to solve workplace problems
- Selects and operates measuring instruments
- Uses and applies the principles and units of measurement
- Uses estimations processes
- Verifies calculations
- Achieves consistent levels of accuracy
- Interprets mathematical symbols and diagrams
- Presents mathematical data for use in the workplace

Required knowledge

- Procedures, regulations and legislative requirements relevant to measuring and calculating routine workplace data including OHS, environmental including relevant sustainability requirements/practices, SOP, isolation procedures, safe working requirements, risks and hazard identification and housekeeping
- Basic problem-solving techniques consistent with level of responsibility
- Purpose of graphs or charts
- Purpose of measuring instruments
- Relationship between different measurement scales

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

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

Evidence should be relevant to the work. It should satisfy the requirements of the elements and performance criteria and include consideration of:

- the required knowledge and skills tailored to the needs of the specific workplace
- applicable OHS regulations, environmental and safe working requirements/practices, SOP and housekeeping requirements
- applicable aspects of the range statement
- practical workplace demonstration of skills in measuring and calculating routine workplace data

Context of and specific resources for assessment

A workplace assessment must be used to assess:

- the application of required knowledge on the job
- the application of skills on the job, over time and under a range of typical conditions that may be experienced in measuring and calculating routine workplace data

Access to the full range of equipment involved in measuring and calculating routine workplace data in a pulp or paper mill is required

Method of assessment

A combination of assessment methods should be used. The following examples are appropriate for this unit:

- observation of applied skills and knowledge on the job
- workplace demonstrations via a mock-up or simulation that replicate part/s of the job
- answers to written or verbal questions about specific skills and knowledge
- third-party reports from relevant and skilled personnel
- written evidence e.g. log sheet entries, checklist entries, test results

Assessment processes and techniques must be culturally appropriate and in keeping with the language

EVIDENCE GUIDE

and literacy capacity of the learner and the work being performed. This includes conducting an assessment in a manner that allows thoughts to be conveyed verbally so that the learner can both understand and be understood by the assessor (e.g. use plain English and terminology used on the job)

A holistic assessment with other units relevant to the pulp and paper industry, mill and job role is recommended

Additional information on approaches to assessment for the pulp and paper industry is provided in the Assessment Guidelines for this Training Package

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.

Measuring devices may include:

- scales
- vernier callipers
- meters
- gauges

Mathematical processes may include:

- addition
- subtraction
- multiplication
- division

Product characteristics may include:

- length
- weight
- capacity
- time
- temperature
- moisture

Manual or electronic calculations may include:

- percentages
- proportions

RANGE STATEMENT

	• ratio • results using decimals, simple fractions and whole numbers percentages
Performance measures may include:	• percentage • proportion • ratio
Productivity and efficiency measures may include:	• delay • waste • speed • tonnage • through put • asset utilisation • machine efficiency
Legislation, regulatory, licensing and certification requirements may include:	• OHS and environmental requirements (local, state and commonwealth)
Documentation, procedures and reports may include:	• SOP • quality procedures • environmental sustainability requirements/practices • plant manufacturing operating manuals • oil or chemical spills and disposal guidelines • plant isolation documentation • safe work documentation e.g. plant clearance, job safety analysis, permit systems
Actions may include:	• process adjustments • reporting to authorised person • rectifying problem within level of responsibility
Communications may include:	interaction with: • internal/external customers and suppliers • team members • production/service co-ordinators • maintenance services • operational support personnel • operational management • statutory authorities
Forms of communication may include:	• written e.g. log books, emails, incident and other reports, run sheets, data entry

RANGE STATEMENT

- reading and interpreting documentation e.g. SOP, manuals, checklists, drawings
- verbal e.g. radio skills, telephone, face to face, handover
- non-verbal e.g. hand signals, alarms, observations
- signage e.g. safety, access

Unit Sector(s)

Not Applicable