



Australian Government

Department of Education, Employment and Workplace Relations

FPPPLN210A Plan and undertake a routine task

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor This unit describes the outcomes required to plan and undertake a routine task 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 plan and undertake a routine task in the pulp and paper industry. This work typically involves complex integrated equipment and continuous operations

This unit generally applies to those who:

- identify task requirements
- plan steps required to complete task, and
- review plan

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. Identify tasks requirements	1.1. Task requirements are identified within Occupational Health and Safety (OHS) regulations, environmental and safe working requirements/practices, Standard Operating Procedures (SOP), and housekeeping requirements 1.2. Instructions on procedures are obtained, understood and clarified 1.3. Task outcomes are identified 1.4. Relevant specifications for task outcomes are obtained, understood and clarified 1.5. Task requirements, including completion time and quality measures are identified
2. Plan steps required to complete task	2.1. Steps required to complete task are planned within OHS regulations, environmental and safe working requirements/practices, SOP, and housekeeping requirements 2.2. Individual steps or activities required to undertake task are understood and clarified where necessary 2.3. Planned steps and outcomes are checked to ensure conformity with instructions and relevant specifications 2.4. Required sequence of activities to be completed are identified in plan
3. Review plan	3.1. Plan is reviewed within OHS regulations, environmental and safe working requirements/practices, SOP, and housekeeping requirements 3.2. Outcomes are identified and compared with planned objectives, task instructions, specifications and task requirements 3.3. Plan is revised, when necessary, to better meet objectives and task requirements

Required Skills and Knowledge

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 planning and undertaking a routine task
- Reads and interprets required documentation, procedures and reports
- Accesses, navigates and enters computer-based information
- Identifies and actions problems within level of responsibility
- Develops plans for a task from information provided, incorporating technical, quality and time requirements, which is capable of achieving appropriate results
- Modifies plans as a result of outcomes achieved

Required knowledge

- Procedures, regulations and legislative requirements relevant to planning and undertaking a routine task including OHS, environmental including relevant sustainability requirements/practices, SOP, isolation procedures, safe working requirements, risks and hazard identification and housekeeping
- Relevant forms of communication
- Basic problem-solving techniques consistent with level of responsibility
- Planning the completion of a task
- Technical, quality and time requirements to complete a task

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 planning and undertaking a routine task

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 planning and undertaking a routine task

Access to the full range of equipment involved in planning and undertaking routine tasks 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.

Information provided to assist planning may include:

- instructions
- standard operation sheets
- specifications
- quality requirements
- time allowances
- outcome requirements
- performance requirements

Plans

- may or may not be documented
- may include tasks involving one or more steps or functions

Planning may involve:

- activities performed in accordance with established procedures

and may require:

- modification of procedures to deal with unforeseen developments

RANGE STATEMENT

and will be:

- related to work tasks and environments which are familiar to individual undertaking planning activity
- prioritising and sequencing of individual components
- OHS and environmental requirements (local, state and commonwealth)
- SOP
- quality procedures
- environmental sustainability requirements/practices
- enterprise policies and procedures
- safe work documentation e.g. plant clearance, job safety analysis, permit systems
- plan adjustments/modification
- reporting to authorised person
- rectifying problem within level of responsibility
- interaction with:
 - internal/external customers and suppliers
 - team members
 - production/service co-ordinators
 - maintenance services
 - operational support personnel
 - operational management
 - statutory authorities
- written e.g. log books, emails, incident and other reports, run sheets, data entry
- 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