



Australian Government

Assessment Requirements for FWPCOT4218 Manage business operations of a forestry contractor business

Release: 1

Assessment Requirements for FWPCOT4218 Manage business operations of a forestry contractor business

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 7.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has reviewed two areas of business operations for one forestry contractor business selected from:

- strategic, operational and financial planning
- stakeholder management
- marketing strategies
- sales and tendering strategies
- business negotiations with external organisations
- contract management
- quality management

As a result of the review there must be evidence that the individual has completed two of the following tasks:

- prepared a written integrated strategic, operational and financial plan for a forestry contractor business
- prepared a written stakeholder management strategy for a forestry contractor business
- developed a written overall marketing strategy for a forestry contractor business
- prepared a written sales and tendering strategy for a forestry contractor business
- conducted negotiations with either a forest management company, supplier or other party on a matter related to the provision of forestry contractor services
- managed at least one contract for a forestry contractor service, including the management of the close-out and renewal of the contract or transition to a new contract for the provision of forestry contractor services
- prepared a written a quality management strategy for a forestry contractor business.

In undertaking each of these activities, the individual has:

- checked that the forestry contractor business complies with relevant legislative requirements

- reviewed the relevant business operation of the forestry contractor business
- benchmarked the business operations of the forestry contractor business
- identified business practices directed at improving the efficiency and effectiveness of existing business operations.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- strategic plan and operational planning for forestry contractor businesses
- business structures for forestry contractor businesses:
 - types of business structures
 - advantages and disadvantages of different business structures
- financial structures and responsibilities of forestry contractor businesses:
 - financial regulations and compliance requirements
 - sources of financial advice
 - types of financial reports and record-keeping
 - compliance requirements
- risk management for forestry contractor businesses:
 - types of risk
 - risk mitigation strategies
 - insurance requirements
- stakeholder management strategy:
 - strategies for engaging with stakeholders
 - techniques for managing stakeholder conflict
 - techniques for seeking and analysing feedback on the effectiveness of the stakeholder engagement strategy
- marketing strategies for forestry contractor businesses:
 - marketing techniques for forestry contractor businesses
 - ways of monitoring and evaluating effectiveness of marketing activities
- sales and tendering strategy for forestry contractor businesses
- negotiation, effective communication and persuasive techniques and tactics:
 - conflict resolution strategies
- contract management strategy for a forestry contractor business:
 - basic principles of contract law
- quality management strategy for forestry contractor businesses:
 - quality certification schemes in the forestry industry
 - quality principles, systems and plans
- procedures for identifying, assessing and responding to service quality issues.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
 - skills must be demonstrated in a forest work environment or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - access to information on the business operations of a forestry contractor company
 - online access to reference materials related to the business operations of forestry contractor businesses
- specifications:
 - access to commonwealth and state legislation and regulations, codes of practice and industry guidelines relevant to the business operations of forestry contractors.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47>