



Australian Government

Department of Education, Employment and Workplace Relations

LMTGN3002B Organise and plan own work to achieve planned outcomes

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit covers the skills and knowledge to organise and plan own work to achieve planned outcomes.

Application of the Unit

Application of the Unit

The unit applies the planning, organising and coordination of production operations.

Work involves working largely independently and being accountable for own results, including carrying out assigned tasks, coordinating processes and setting and working to deadlines.

Work may be conducted in small to large scale enterprises and may involve individual and team activities.

The application of this unit is according to OHS practices of the enterprise and workplace practices, which may include:

- requirements prescribed by legislation, awards, agreements and conditions of employment
- standard operating procedures
- work instructions
- oral, written and visual communication
- quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output
- housekeeping
- tasks related to environmental protection, waste disposal, pollution control and recycling

This unit requires the application of skills associated with communication to identify and determine work requirements and to communicate effectively with others. Self management skills, problem solving, initiative and enterprise and planning and organisation are all required in taking responsibility for work outcomes and an ability to access learning opportunities to expand own skills.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisites

Employability Skills Information

Employability Skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Confirm and interpret work requirements	1.1 Work requirements are confirmed with relevant personnel. 1.2 Work requirements are interpreted.
2 Develop personal work plan	2.1 Steps required to complete work are identified and confirmed with other personnel. 2.2 Quality requirements are confirmed and interpreted. 2.3 Critical deadlines, outcome objectives and sequence of operations are established and documented.
3 Communicate with relevant personnel	3.1 Relevant personnel are identified and contacted. 3.2 Operation plan is confirmed or altered.
4 Access resources	4.1 Specified resources are identified and accessed according to work plan. 4.2 Use expertise of other personnel and learning opportunities to expand ability to meet work targets.
5 Coordinate work	5.1 Work is assessed according to planned steps and quality criteria. 5.2 Work is regularly checked against specifications, established deadlines and identified quality standards and action is taken to rectify work which is not according to requirements. 5.3 Problems are identified and investigated. 5.4 Problems are rectified or reported
6 Keep records of work	6.1 Record system is established. 6.2 Records are kept according to record system procedures.
7 Implement OHS practices	7.1 OHS practices are identified and followed. 7.2 Action is taken according to OHS practices to prevent accidents and to eliminate risks to personal safety.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Demonstrates knowledge of:

- production processes
- operating procedures for production machines
- characteristics of typical materials and products used in production
- quality standards and practices
- OHS practices, including hazard identification and control measures
- workplace practices
- recording and reporting practices

Demonstrates skills to:

- handle, receive and assemble materials and products
- solve problems in own work
- read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material
- maintain accurate records
- communicate within the workplace
- sequence operations
- meet specifications
- clarify and check task-related information
- carry out work according to OHS practices

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 the Training Package.

Critical aspects of evidence	Demonstrates skills and knowledge to: • confirm and interpret work specifications • establish and apply required quality procedures and required work steps • organise and set up workstation • identify and deal with problems arising in own work • coordinate own work • set and work to deadlines • apply OHS practices in work operations • maintain accurate records
Consistency in performance	Consistently applies skills and knowledge when: • organising work • completing tasks according to instructions • working systematically with attention to detail • identifying improvements and avoiding damage • using workplace practices • using OHS practices • recording and reporting accidents and incidents • assessing operational readiness of equipment • recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions
Resource implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices.
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.

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. Add any 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.

Legislative/regulatory requirements All work must comply with relevant Federal and State or Territory legislative or regulatory requirements.

OHS practices OHS practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:

- manual handling techniques
- standard operating procedures
- personal protective equipment
- safe materials handling
- taking of rest breaks
- ergonomic arrangement of workplaces
- following marked walkways
- safe storage of equipment
- housekeeping
- reporting accidents and incidents
- environmental practices

Unit Sector(s)

Sector All