



Australian Government

PMC561080 Organise self

Release: 1

PMC561080 Organise self

Modification History

Release 1. Supersedes and is equivalent to PMC561080B Organise self

Application

This unit of competency covers the skills and knowledge required to set individual work priorities.

This unit of competency applies to operators who are required to identify and prioritise allocated work activities, break down activities into achievable components, follow procedures and identify and take action on problems.

This unit of competency applies to an individual working alone or as part of a team or group and working in liaison with other shift team members, team leader and supervisor, as appropriate.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Support

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

1	Identify work activities	1.1	Identify individual work activities that have been allocated
		1.2	Prioritise work activities as directed

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|---|---------------------------------------|-----|--|
| 2 | Organise daily work activities | 2.1 | Break down work activities into small achievable components |
| | | 2.2 | Record activities as required by procedures/work instructions |
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| 3 | Follow work plan | 3.1 | Locate relevant procedures/work instructions |
| | | 3.2 | Undertake tasks in accordance with schedule/plan and procedures/work instructions |
| | | 3.3 | Maintain output in accordance with schedule/plan |
| | | 3.4 | Follow prescribed and routine work-related sequences |
| | | 3.5 | Identify situations which might make following the plan difficult and review plan with appropriate personnel |

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Regulatory framework The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used.

Applicable legislation, regulations, standards and codes of practice include:

- health, safety and environmental (HSE) legislation, regulations and codes of practice relevant to the workplace, equipment and production processes and hazardous materials
- Australian/international standards relevant to the materials being used and products being made
- any relevant licence and certification requirements.

All operations to which this unit applies are subject to stringent HSE requirements, which may be imposed through state/territory or federal legislation, and these must not be compromised at any time. Where there is an apparent conflict between performance criteria and such requirements the legislative requirements take precedence.

Procedures All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, and include one or any combination of:

- job cards
- drawings
- emergency procedures
- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant.

Records Records include one or more of:

- log books/sheets
- electronic records
- job/work sheets
- other records used for the smooth running of the plant.

Unit Mapping Information

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Links

MSA Training Package Implementation Guides - <http://mskills.org.au/training-packages/info/>