



Australian Government

PPMNUM320 Measure and calculate routine workplace data

Release: 1

PPMNUM320 Measure and calculate routine workplace data

Modification History

Release	Comment
1	Replaces superseded equivalent FPPNUM320A Measure and calculate routine workplace data, which was first released with FPP10 Pulp and Paper Manufacturing Industry Training Package Version 1.0. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to measure, analyse and report routine workplace data, in the pulp and paper industry.

The unit applies to those operators who measure and calculate routine workplace data in the pulp and paper industry.

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

Pre-requisite Unit

Nil

Unit Sector

Pulp and Paper Manufacturing

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.
1. Use routine measuring instruments	1.1. Interpret work order within documentation and procedures, workplace health and safety (WHS) requirements, productivity and efficiency measures and standard operating procedures (SOP). 1.2. Select and use measuring devices and instruments to measure common workplace units. 1.3. Identify and report faults with measuring instruments, according

ELEMENTS	PERFORMANCE CRITERIA
	to SOP.
2. Calculate routine workplace measures	2.1. Calculate basic workplace measures of product characteristics. 2.2. Verify calculations by using estimating techniques.
3. Calculate performance measures	3.1. Calculate percentages, ratios and proportions to derive information about workplace requirements and performance. 3.2. Identify and measure deviations in performance to determine the extent of variations.
4. Record routine workplace data	4.1. Record results on standard graphs or charts. 4.2. Identify and rectify errors in recording information on charts. 4.3. Interpret graphs or charts to identify trends and variations.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.

Numeracy skills to:	- use mathematical processes in the workplace, including addition, subtraction, multiplication, division, percentages, ratios and proportions and volumes - use decimals, simple fractions and whole numbers percentages to present product characteristics.
Reading skills to:	read and interpret documentation, procedures and reports.
Technology skills to:	access, navigate and enter computer-based information to report on performance.

Range of Conditions

Not Applicable

Unit Mapping Information

FPPNUM320A Measure and calculate routine workplace data

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingPackages.aspx/Pages/Home.aspx>

Assessment Requirements for PPMNUM320 Measure and calculate routine workplace data

Modification History

Release	Comment
1	Replaces equivalent unit FPPNUM320A Measure and calculate routine workplace data, which was first released with FPP10 Pulp and Paper Manufacturing Industry Training Package Version 1.0. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement'.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit and must be able to provide evidence that they can measure, estimate and calculate routine workplace data, at least twice in line with required enterprise intervals, in a pulp or paper manufacturing facility by:

- using numeracy skills, arithmetic, basic geometry and physics calculations (time, temperature, speed, distance, weight, volume) to solve workplace problems and take production measurements
- applying principles and units of measurement to estimate and verify calculations
- selecting and operating measuring devices including scales, vernier calipers, meters and gauges to take production measurements including:
 - product quality and characteristics
 - delay
 - waste
 - speed
 - tonnage
 - through put
 - asset utilisation
 - machine efficiency
- interpreting mathematical symbols and diagrams to present mathematical data for use in the workplace
- estimating variations in product characteristics including length, weight, capacity, time, temperature and moisture and present results using decimals, fractions and whole and mixed numbers, percentages and ratios

- applying data to performance measures including percentage, ratio and proportion
- identifying standard operating procedures (SOP) for gathering and presenting workplace data
- achieving consistent levels of accuracy in collecting data and completing mathematical analyses
- checking work performance in relations to adjustments made and recording outcomes according to SOP.
- recording results about productivity and efficiency on standard graphs or charts.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- procedures related to own work role and workplace data collection and reflected in work health and safety (WHS) procedures, environmental procedures, standard operating procedures (SOP), isolation procedures, safe working requirements, risks and hazard identification and housekeeping requirements
- basic problem-solving techniques consistent with level of responsibility
- mathematical processes to calculate workplace data and present in graphs or charts
- purpose and procedures for the operation of measuring instruments
- relationship between different measurement scales.

Assessment Conditions

The following resources must be made available:

- access to the full range of equipment involved in measuring and calculating routine workplace data in a pulp or paper manufacturing facility
- sample workplace documentation, procedures and reports including (SOP), quality procedures, environmental sustainability requirements/practices, plant manufacturing operating manuals and enterprise policies and procedures.

Competency is to be assessed in the workplace or in a productive environment that accurately reflects performance in a workplace.

Assessor requirements

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingPackages.aspx/Pages/Home.aspx>