



Australian Government

Assessment Requirements for PPMPLN210 Plan and undertake a routine task

Release: 1

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Modification History

Release	Comment
1	Replaces superseded equivalent FPPPLN210A Plan and undertake a routine task, which was first released with FPP10 Pulp and Paper Manufacturing Industry Training Package Version 1.0. 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 plan sequences to complete routine tasks, at least twice in line with required enterprise intervals by:

- identifying routine tasks relevant to own work role
- identifying and applying any workplace procedures, safety procedures and quality measures relevant to the tasks to be satisfactorily completed
- identifying and applying information to assist planning and completion of tasks, including instructions, standard operation sheets, specifications, time allowances, outcome requirements and performance requirements
- asking questions for supervisors to clarify any instructions related to these tasks
- estimating the completion time for each task.
- planning a sequence of steps to undertake to complete these tasks
- reporting the planned approach, according to standard operating procedures (SOP)
- completing required sequence of activities as identified in the plan
- comparing the planned approach with the actual completion of tasks
- revising planning sequence of tasks to improve performance
- modifying plan to better meet objectives and task requirements.

Knowledge Evidence

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

- procedures and information relevant to planning and undertaking a routine task including work health and safety (WHS) procedures, quality procedures, environmental requirements and practices, SOP, isolation procedures, risks and hazard identification and housekeeping
- basic problem-solving techniques consistent with level of responsibility and workplace tasks relevant to work role
- planning sequences to complete routine tasks, related to work tasks and environments which are familiar to individual undertaking planning activity
- technical, quality and time requirements to complete tasks
- procedures to undertake reviews and adjustments of workplace plans to complete tasks.

Assessment Conditions

The following resources must be made available:

- access to equipment required for planning and undertaking routine tasks 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.
- relevant personnel for the purposes of communicating information.

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

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.education.gov.au/Pages/TrainingPackages.aspx/Pages/Home.aspx>