



Australian Government

PPMPLN210 Plan and undertake a routine task

Release: 1

PPMPLN210 Plan and undertake a routine task

Modification History

Release	Comment
1	Replaces equivalent unit FPPPLN210A Plan and undertake a routine task, 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 apply workplace procedures and instructions to plan, undertake and review a routine task, in the pulp and paper industry.

The unit applies to those operators who plan, undertake and review a routine task in the pulp and paper industry. A routine task is one related to work tasks and environments, consisting of a series of single linear stages, which are familiar to the individual undertaking the planning activity. Routine tasks are contained within a single system or process in a pulp or paper manufacturing facility.

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. Identify task requirements	1.1. Identify task requirements within work health and safety (WHS) procedures, environmental procedures, standard

ELEMENTS	PERFORMANCE CRITERIA
	operating procedures (SOP) and housekeeping requirements. 1.2. Obtain, clarify and understand instructions on documentation and procedures. 1.3. Obtain, clarify and understand information to assist planning and specifications for task outcomes. 1.4. Identify completion time and quality measures for task requirements.
2. Plan steps required to complete task	2.1. Clarify and understand individual steps or activities required to undertake tasks. 2.2. Check planned steps and outcomes to ensure conformity with instructions and relevant specifications. 2.3. Complete required sequence of activities as identified in the plan.
3. Review plan	3.1. Compare task outcomes with the planned objectives, task instructions, specifications and task requirements. 3.2. Review the plan, when necessary, to better meet objectives and task requirements. 3.3. Make adjustments to plan, report to an authorised person or rectify the problem, within level of responsibility, according to SOPs.

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:	• apply quality control checks and interpret and check specifications.
Reading skills to:	• read and interpret required documentation, procedures and reports relevant to planning and completing workplace tasks.
Writing skills to:	• document a planned approach to workplace tasks in clear legible writing.
Technical skills to:	• access, navigate and enter computer-based information.

Range of Conditions

Not Applicable

Unit Mapping Information

FPPPLN210A Plan and undertake a routine task

Links

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

Assessment Requirements for PPMPLN210 Plan and undertake a routine task

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