



Australian Government

PPMPLN210 Plan and undertake a routine task

Release: 1

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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	1.1. Identify task requirements within work health and safety

ELEMENTS	PERFORMANCE CRITERIA
requirements	(WHS) procedures, environmental procedures, standard 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.education.gov.au/Pages/TrainingPackages.aspx/Pages/Home.aspx>