



Australian Government

PPMPLN420 Plan a complex activity

Release: 1

PPMPLN420 Plan a complex activity

Modification History

Release	Comment
1	Replaces equivalent unit FPPPLN420A Plan a complex activity, which was first released with FPP10 Pulp and Paper Manufacturing Industry Training Package Version 1. 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 a complex activity, in the pulp and paper industry.

The unit applies to those operators who plan a complex activity, in a pulp or paper manufacturing facility. A complex activity is one related to work tasks and environments that involves a sequence of stages prior to and during implementation, including researching information, problem solving and troubleshooting, sequencing of activities, consideration of timelines and budgets. Complex activities affect more than one integrated system or process within 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 complex activity requirements	1.1. Identify complex activity requirements consistent with safe work, environmental sustainability, quality, housekeeping and standard

ELEMENTS	PERFORMANCE CRITERIA
	operating procedures. 1.2. Obtain and examine information to assist planning. 1.3. Identify resources required for completing complex activity. 1.4. Identify completion time for complex activity.
2. Identify work method	2.1. Identify the scope of the complex activity and most suitable work method. 2.2. Identify alternative work methods, if required, to meet objectives of complex activity. 2.3. Establish relative advantage and disadvantage of each work method. 2.4. Select most appropriate work method.
3. Prepare complex activity plan	3.1. Determine appropriate sequences of tasks. 3.2. Determine critical path for completion of complex activity, within time and budget. 3.3. Identify individual tasks required to apply work method and meet objectives. 3.4. Document complex activity plan.

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 estimation and other assessment tools to plan task outcomes.
Reading skills to:	read and interpret required documentation, procedures and reports relevant to planning complex tasks.
Writing skills to:	write clear and detailed instructions organised sequentially to produce a workable plan for a complex activity.
Technical skills to:	access, navigate and enter computer-based information.

Range of Conditions

Not Applicable

Unit Mapping Information

FPPPLN420A Plan a complex activity

Links

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

Assessment Requirements for PPMPLN420 Plan a complex activity

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1	Replaces equivalent unit FPPPLN420A Plan a complex activity, which was first released with FPP10 Pulp and Paper Manufacturing Industry Training Package Version 1. 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 plan sequences to complete complex activity, at least twice in line with required enterprise intervals by:

- selecting a complex activity relevant to job role including:
 - clothing change
 - total plant shutdown/startup
 - grade/product change involving multiple process operations
 - trials
- obtaining and examining all relevant information to satisfactorily complete the complex activity, including:
 - instructions
 - standard operation sheets
 - specifications
 - quality requirements
 - time allowances
 - outcome requirements
 - performance requirements
- selecting the most appropriate work method and resources to complete the activity
- developing a plan for the complex activity, covering appropriate information, technical, quality and time requirements, to achieve results
- prioritising components in the plan to achieve satisfactory outcomes according to standard operating procedures (SOP)

- determining the sequence of activities in the plan and estimate timelines and budget for the completion of tasks
- documenting the complex activity plan according to organisational 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 complex activity including risks and hazard identification, work health and safety (WHS), quality, environmental (including relevant sustainability requirements and practices), isolation, housekeeping and standard operating procedures.
- problem-solving techniques consistent with level of responsibility and complex activities relevant to work role
- procedures and work methods to follow when devising components of complex activities to achieve accurate planning, performance, quality and time requirements
- planning documentation for complex activity requirements according to SOP.

Assessment Conditions

The following resources must be made available:

- access to the full range of equipment required for planning a complex activity, 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

Assessors must:

- 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.

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