



Australian Government

RIIBEF201D Plan and organise work

Release: 2

RIIBEF201D Plan and organise work

Modification History

Release	Comment
1	This unit replaces RIIBEF201B Plan and organise work.
2	Performance Criteria numbering corrected. Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Application

This unit describes a participant's skills and knowledge required to plan and organise work in the Resources and Infrastructure Industries.

This unit is appropriate for those working in operational roles.

Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

Elements and Performance Criteria

1. Plan and prepare for work	1.1 Access, interpret and apply site policy and procedure documentation and ensure the work activity is compliant 1.2 Identify, read, clarify and confirm employment conditions, responsibilities and obligations 1.3 Obtain, interpret, clarify, confirm and apply work instructions 1.4 Plan work from an analysis of the required outcomes, work procedures, available time, resource requirements and known priorities 1.5 Inspect and prepare work areas in coordination with others 1.6 Select appropriate tools, plant and equipment, check for serviceability and rectify and report any faults 1.7 Identify and safely handle resources and materials 1.8 Identify and apply environmental protection requirements from the Environmental Management Plan and/or regulation
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2. Sequence work safely	2.1 Read and interpret work plan to ensure tasks are performed in a timely manner in a logical, safe and efficient sequence 2.2 Complete in writing compliance documentation and/or reports
3. Resolve problems	3.1 Identify problems with work processes and make improvement suggestions 3.2 Modify work processes to suit changing circumstances, after consultation with relevant personnel 3.3 Report problems in a timely manner to relevant personnel
4. Clean up	4.1 Clear and clean work area, store tools and equipment 4.2 Correctly dispose of materials including recyclables 4.3 Clean, check and maintain machinery, tools and equipment 4.4 Document in writing and report issues to machinery, tools and equipment

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit. Further information is available in the Resources and Infrastructure Industry Training Package Companion Volume.

Unit Mapping Information

RIIBEF201B Plan and organise work

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272>

Assessment Requirements for RIIBEF201D Plan and organise work

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Performance Evidence

Evidence is required to be collected that demonstrates a candidate's competency in this unit. Evidence must be relevant to the roles within this sector's work operations and satisfy all of the requirements of the performance criteria of this unit and include evidence that the candidate:

- locates and applies relevant documentation, policies and procedures
- works effectively with others to undertake and complete the planning and organisation of work that meets all of the required outcomes including:
 - solving problems in dealing practically with blockages to work flow and systematically work around these to avoid or minimise reworking and avoid wastage
- demonstrates completion of planning and organising work that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion including:
 - reading a work plan and sequence work to meet the requirements
 - using mathematical ideas and techniques to correctly calculate time to complete tasks, calculate material requirements and establish quality checks
 - identifying problems with the work process
 - reporting problems with work processes and making improvement suggestions
 - seeking approval to amend work processes
 - modifying work processes to suit changing circumstances
 - cleaning and maintaining work area
 - documenting and reporting issues with plant, machinery and equipment

Knowledge Evidence

The candidate must demonstrate knowledge of the following when planning and organising work:

- basic work planning processes
- operational safety requirements, such as:
 - equipment characteristics
 - technical capabilities and limitations
 - operational procedures
 - safety data sheet (SDS)

Assessment Conditions

- An assessor of this unit must satisfy the requirements of the NVR/AQTF or their successors; and Industry regulations for certification and licensing; and,
- this unit is best assessed in the context of this sector's work environment;
- where personal safety or environmental damage are limiting factors, assessment may occur in a simulated environment provided it is realistic and sufficiently rigorous to cover all aspects of this sector's workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills; and,
- this unit must be assessed in compliance with relevant legislation/regulation and using policies, procedures, processes and operational manuals directly related to the industry sector for which it is being assessed; and,
- assessment may be conducted in conjunction with the assessment of other Units of Competency; and,
- assessment must confirm consistent performance can be applied in a range of relevant workplace circumstances; and,
- assessors must demonstrate the performance evidence, and knowledge evidence as outlined in this Unit of Competency, and through the minimum years of current* work experience specified below in an Industry sector relevant to the outcomes of the unit; or,
- where the assessor does not meet experience requirements a co-assessment or partnership arrangement must exist between the qualified assessor and an Industry subject matter expert. The Industry subject matter expert should hold the unit being assessed (or an equivalent unit) and/or demonstrate equivalence of skills and knowledge at the unit level. An Industry technical expert must also demonstrate skills and knowledge from the minimum years of current work experience specified below in the Industry sector, including time spent in roles related to the unit being assessed; and,
- assessor and Industry subject matter expert requirements differ depending on the Australian Qualifications Framework Level (AQF) of the qualification being assessed and/or Industry Sector as follows:

Industry sector	AQF** Level	Required assessor or Industry subject matter expert experience
Drilling, Metalliferous Mining, Coal	1	1 Year

Mining, Extractive (Quarrying) and Civil Construction	2	2 Years
Drilling, Coal Mining and Extractive (Quarrying)	3-6	3 Years
Metalliferous Mining and Civil Construction	3-6	5 Years
Other sectors	Where this Unit is being assessed outside of the Resources and Infrastructure Sectors assessor and/or Industry subject matter expert experience should be in-line with industry standards for the sector in which it is being assessed and where no Industry standard is specified should comply with any relevant regulation.	

*Assessors can demonstrate current work experience through employment within Industry in a role relevant to the outcomes of the Unit; or, for external assessors this can be demonstrated through exposure to Industry by conducting frequent site assessments across various locations.

**Where a unit is being delivered outside of a Qualification the first numeric character in the Unit code should be considered to indicate the AQF level

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