



Australian Government

RIIBEF201 Plan and organise work

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Modification History

Release	Comments
1	This unit of competency was first released in RII Resources and Infrastructure Industry Training Package Release 11.0.

Application

This unit describes the skills and knowledge required to plan and organise work in the resources and infrastructure industries, including conducting basic workplace maintenance and housekeeping procedures.

It applies to those working in operational roles. They generally work under supervision to undertake a prescribed range of functions involving known routines and procedures and take responsibility for the quality of own work outcomes.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite unit(s)

No pre-requisite units

Competency field(s)

N/A

Unit sector(s)

N/A

Elements and Performance Criteria

Element	Performance criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element. Required knowledge, skills and application should be considered and clearly articulated.</i>

1. Plan and prepare for work	1.1 Confirm work requirements with relevant site personnel 1.2 Access and apply relevant safety planning documentation, including safe work method statements (SWMS), job safety analyses (JSA) or equivalents, and safe operating procedures (SOP) or safe working instructions (SWI), in accordance with applicable legislation, regulatory requirements and worksite instructions 1.3 Confirm own responsibilities in relation to work task with relevant worksite personnel 1.4 Plan task sequencing, timing and methods in accordance with worksite requirements 1.5 Prepare work areas in coordination with relevant personnel 1.6 Select the tools and equipment required, including personal protective equipment (PPE), for each stage of the task in accordance with WHS requirements and worksite requirements 1.7 Apply environmental protection requirements in accordance with applicable legislation, regulatory requirements and worksite instructions
2. Sequence work safely	2.1 Organise tasks to be completed on time and in a logical, safe and efficient sequence in accordance with worksite instructions 2.2 Adjust the work sequence to respond to changing site conditions, worksite priorities or worksite instructions
3. Resolve problems	3.1 Identify problems with work processes and discuss with relevant worksite personnel or resolve in within scope of own authority in accordance with WHS requirements and worksite requirements 3.2 Resolve straightforward problems in accordance with manufacturer instructions or worksite instructions 3.3 Take safe and immediate action within scope of own authority 3.4 Seek assistance from supervisor, experienced personnel or designated site personnel for problems outside of scope of own authority
4. Finalise job activity	4.1 Clear the work area and dispose of or recycle materials in accordance with worksite requirements 4.2 Clean, check and maintain machinery, tools and equipment within scope of authority in accordance with manufacturer instructions and worksite instructions 4.3 Complete checklists, logbooks and if necessary, fault or defect reports in accordance with worksite instructions

Range of conditions

N/A

Assessment Requirements for RIIBEF201 Plan and organise work

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements and performance criteria of this unit:

- plan and organise work on at least **two** occasions, including:
 - sequencing work to meet the job requirements
 - preparing work areas
 - identifying and planning for the safe use of the appropriate tools, plant and equipment, resources and materials
 - identifying and reporting problems with the work process
 - cleaning and maintaining work area
 - documenting and reporting issues with plant and equipment and machinery

During the above, the candidate must also:

- locate and follow relevant safety planning document (Safe Work Method Statement [SWMS] or Job Safety Analysis [JSA]) and Safe Operating Procedures (SOP) or Safe Working Instructions (SWI)
- plan and organise own work activity
- work with others to undertake and complete the planning and organisation of work, including:
 - developing back up plans with issues to workflow and identifying work processes to avoid or minimise reworking and wastage as required
 - communicating with others to receive and clarify work instructions prior to commencing and during work activities.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements and performance criteria of this unit. This includes:

- key policies, procedures and documentation required to plan and organise work, including those related to:
 - work health and safety requirements including mandatory safety planning documents (SWMS) or job safety analysis (JSA or JSEA or JHA or their equivalent)
 - requirements and procedures for selecting PPE, checking PPE serviceability, and ensuring correct fit
 - environmental protection requirements

- techniques for interpreting basic work planning processes and selecting tools and equipment
- principles and techniques for responding to changing circumstances in the work processes, including those related to:
 - safe operating procedures (SOP) and/or safe work instructions (SWI)
 - emergency procedures
 - operational safety requirements
 - safety data sheets compliance
 - housekeeping
 - process for written and verbal maintenance records and reporting requirements
 - plant and equipment, tools and material types, characteristics, technical capabilities and limitations
 - basic techniques for coordinating and communicating job activities with others.

Assessment Conditions

Mandatory conditions for assessment of this unit are stipulated below. The assessment must:

- include access to:
 - personal protective equipment (PPE)
 - equipment required to plan and organise work
 - relevant documentation
- be conducted in a safe environment; and,
- be assessed in context of this sector's work environment; and,
- 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,
- confirm consistent performance can be applied in a range of relevant worksite circumstances.

Assessor Requirements

In addition to the requirements in applicable vocational education and training legislation, frameworks and/or standards, assessors and industry experts must also have a minimum of two (2) years industry experience, directly relevant to the training and assessment being provided.

Mandatory Workplace Requirements

Assessment of performance evidence may be in a workplace setting or an environment that accurately represents a real workplace.

Unit Mapping Information

Previous Code and Title	Equivalence	Comments
RIIBEF201E Plan and organise work	Equivalent	Supersedes and is equivalent.

Links

Companion volumes, including implementation guides, are found on the national training register - <https://training.gov.au/training/details/RII>.