



Australian Government

RIIBEF301D Run on-site operations

Release: 3

RIIBEF301D Run on-site operations

Modification History

Release	Comment
1	This unit replaces RIIBEF301A Run on-site operations.
2	Editorial corrections.
3	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 run on-site operations in the Resources and Infrastructure Industries.

This unit is appropriate for those working in operational or supervisory 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 Ensure the work health and safety requirements are adhered to by all	1.1 Access, interpret and apply policy and procedure documentation and ensure the work activity is compliant 1.2 Communicate safety rules and regulations, legislation and specific site instructions to others, and monitor compliance 1.3 Conduct equipment safety audits 1.4 Identify and document work hazards 1.5 Determine a range of preventative measures for potential work hazards(e.g. Job Safety Analysis) 1.6 Communicate procedures for the correct use of personal protective equipment and installed safety equipment 1.7 Provide clear and concise instructions to others in emergency drills and their application
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	1.8 Establish methods for contacting all necessary medical services 1.9 Provide safety induction training to new personnel and all visitors to the worksite 1.10 Complete written work health and safety records
2 Communicate regularly with client, personnel, and other relevant parties	2.1 Brief personnel and other relevant parties verbally and in writing regularly of up to date scope of activities 2.2 Maintain a good working relationship with landholder/client 2.3 Honour confidentiality clauses in contract 2.4 Communicate regular progress and problems encountered/anticipated to client/ supervisor 2.5 Maintain regular communication by radio/telephone to report progress and/or request information or assistance 2.6 Follow standard work procedures and communicate these requirements to personnel
3 Diagnose and solve routine problems	3.1 Confirm the existence and immediate effects/potential effects of the problem by investigation 3.2 Identify a clear and accurate definition of the problem 3.3 Consider options and confirm decision after an analysis of available information 3.4 Gain approval to proceed with the preferred option from the appropriate party 3.5 Seek additional equipment and/or help/advice if problem is too complex
4 Monitor work program	4.1 Monitor work progress regularly and note deviation from program 4.2 Check availability of consumable items and equipment is consistent with work schedules, the requirements of the task and delivery times for replacement items 4.3 Implement alternative plans as required 4.4 Allocate specific tasks to make effective use of others 4.5 Report issues beyond scope of authority and then carry out directed actions 4.6 Maintain cost effective operations by minimising damage to equipment and excessive use of consumable items
5 Coordinate work	5.1 Make all personnel aware of their roles and responsibilities in the work plan

	5.2 Set and check at regular intervals operational targets in consultation with personnel 5.3 Provide assistance when requested, to meet operational targets 5.4 Acquire resources required to support changing work requirements 5.5 Allocate workloads and required resources in accordance with modified work plans 5.6 Communicate agreed time lines for tasks
6 Maintain operating records	6.1 Determine range of operating records and reports and their required frequency 6.2 Keep written daily running records to facilitate the completion of necessary documentation 6.3 Complete written records and reports 6.4 Note variations to contract requirements on reports and discuss with originator and management 6.5 Submit accurate reports 6.6 Take and record accurate measurements as required

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

RIIBEF301A Run on-site operations

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 RIIBEF301D Run on-site operations

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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 legislation, documentation, policies and procedures
- work effectively with others to undertake and complete the running of on-site operations that meets all of the required outcomes including:
 - using a range of communication techniques to train and instruct, receive and pass on information
- demonstrates completion of running on-site operations that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion including:
 - providing safety induction to new personnel on site
 - providing clear and concise instructions to others in emergency drills and their application
 - identifying and making notes of hazards and deviations to work methods
 - coordinating and allocating resources and activities of personnel to meet the job requirements
 - briefing others of up to date information on current activities
 - providing progress reports to clients or supervisor
 - using communication systems to request for assistance and pass on information

- using diagnostic assessment and problem solving techniques to define problems, consider options to remedy and confirm decision
- seeking approval for implementing options to solve problems
- monitoring and recording daily the outcomes of work activities
- reporting issues with work activities processes
- preparing and submitting written reports of operating outcomes

Knowledge Evidence

The candidate must demonstrate knowledge of running on-site operations, including:

- relevant operational and maintenance procedures
- environmental awareness
- fault finding and troubleshooting techniques
- team work development strategies
- effective time management
- communication systems, processes and procedures (e.g. 2-way radio)
- graphical representation (e.g. maps, diagrams, and their uses for interpretation and prediction)
- required documentation (e.g. requisition forms, daily log reports)

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 must be assessed in the context of this sector's work environment; 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 Mining, Extractive (Quarrying) and Civil Construction	1	1 Year
	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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