



Australian Government

Department of Education, Employment and Workplace Relations

RIIBEF604A Conduct feasibility study

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit covers the conduct of feasibility studies in the resources and infrastructure industries. It includes identifying and researching organisation's needs, carrying out environmental investigations, assessing feasibility, and preparing reports and presenting findings and recommendations. 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.

Application of the Unit

This unit is appropriate for those working in a management or supervisory role at worksites within:

- Civil construction
- Coal mining
- Drilling
- Extractive industries
- Metalliferous mining

Licensing/Regulatory Information

Refer to Unit Descriptor.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify and research organisation's needs	1.1. Access, interpret and apply compliance documentation relevant to the work activity 1.2. Analyse organisation goals, objectives and strategies to gain direction as to the type of research to be undertaken 1.3. Investigate and analyse environments to develop options, strategies and anticipated outcomes 1.4. Prepare research brief that clearly states the objectives and outcomes, and the requirements for presentation of information 1.5. Develop and implement strategies that translate the objectives into the planning process
2. Carry out environmental investigation	2.1. Establish information requirements and identify and access sources 2.2. Establish strategies and systems to support analysis of the environment 2.3. Scan the environment to identify and assess the factors that impact on site development 2.4. Identify and explore market opportunities to assist the organisation to forecast trends and options 2.5. Determine quantity and quality of resources 2.6. Identify and analyse threats and opportunities and use them to optimise project outcomes 2.7. Undertake titles search 2.8. Document legislative and organisational requirements
3. Assess feasibility	3.1. Estimate resource requirements and utilisation to reflect customer requirements, the organisation's business plans and the cost to the organisation of providing the products and services 3.2. Review and update information to ensure appropriate data is gathered to assess project viability 3.3. Seek preliminary opinion from legislative

	and regulative bodies
4. Prepare report and present findings/ recommendations	4.1. Prepare preliminary reports for management briefings 4.2. Document recommendations for future action and agreement gained by stakeholders

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

Specific skills are required to achieve the Performance Criteria of this unit, particularly for its application in the various circumstances in which this unit may be used. This includes the ability to carry out the following as required to conduct feasibility studies:

- apply legislative, organisation and site requirements and procedures for conducting feasibility studies
- monitor and maintain quarry plant and equipment
- manage people and processes
- prepare feasibility proposals
- develop business plans
- prepare operating budgets and forecast trends
- analyse and review production costs versus equipment/plant operating costs
- interpret survey data
- interpret geological data
- manage projects and tasks
- evaluate new and used equipment using appropriate techniques
- control operating costs
- gain statutory/legal approvals
- prepare tender specifications
- negotiate and finalise contracts
- implement change
- access and use appropriate technologies
- prepare and present management reports
- negotiate with internal/external customers, community and statutory/legal authorities
- resolve conflict

Required knowledge

Specific knowledge is required to achieve the Performance Criteria of this unit, particularly for its application in the various circumstances in which this unit may be used. This includes knowledge of the following as required to conduct a feasibility study:

- worksite operations
- site products and services
- site plant and equipment
- team management
- quality assurance principles
- statutory/legal control

- organisational objectives
- resource quantification
- financial models
- fundamentals of law and contract law
- human resource policies and practices
- industrial awards/enterprise agreements
- business planning
- risk management principles, strategies and applications
- customer/client relations
- organisational change and development
- environmental management
- occupational health and safety
- computer applications
- negotiation techniques

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	The evidence required to demonstrate competency in this unit must be relevant to worksite operations and satisfy all of the requirements of the performance criteria, required skills and knowledge and the range statement of this unit and include evidence of the following: • knowledge of the requirements, procedures and instructions for conducting a feasibility study • implementation of procedures and techniques for the safe, effective and efficient conduct of a feasibility study • the identification of the relevant information and scope of the work required to meet the required outcomes • the identification of viable options and the selection of methods to conduct a feasibility study that best meet the required outcomes • working with others to undertake and complete the feasibility study • consistent successful conduct of a feasibility study
Context of and specific resources for assessment	• This unit must be assessed in the context of the 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 workplace performance, including task skills, task management skills, contingency management skills and job role environment skills. • Assessment of this competency requires typical resources normally used in a resources and infrastructure sector environment. Selection and use of resources for particular worksites may differ due to the site circumstances. • The assessment environment should not disadvantage the participant. For example,

	language, literacy and numeracy demands of assessment should not be greater than those required on the job. • Customisation of assessment and delivery environment should sensitively accommodate cultural diversity. • Aboriginal people and other people from a non English speaking background may have second language issues. • Where applicable, physical resources should include equipment modified for people with disabilities. Access must be provided to appropriate learning and/or assessment support when required.
Method of assessment	This unit may be assessed in a holistic way with other units of competency. The assessment strategy for this unit must verify required knowledge and skill and practical application using more than one of the following assessment methods: • written and/or oral assessment of the candidate's required knowledge to apply in undertaking of the feasibility study • observed, documented and/or first hand testimonial evidence of the candidate's: • implementation of appropriate requirements, procedures and techniques for the safe, effective and efficient achievement of required outcomes • identification of the relevant information and scope of the work required to meet the required outcomes • identification of viable options and the selection of methods of conducting a feasibility study that best meet the required outcomes • consistent achievement of required outcomes • first hand testimonial evidence of the candidate's: • working with others to undertake and complete the feasibility study • provision of clear and timely required support and advice on the conduct of the feasibility study

Guidance information for assessment	Consult the SkillsDMC User Guide for further information on assessment including access and equity issues.
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Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Compliance documentation may include:	• legislative, organisation and site requirements and procedures • manufacturer's guidelines and specifications • Australian standards • risk management • statutory compliance • development approval, mining licences (or equivalent), which may include: • occupational health and safety • environmental • quality • purchasing • contract management • Employment and workplace relations legislation • Equal Employment Opportunity and Disability Discrimination legislation
Resources may include:	• people • buildings/facilities • finance • equipment • environment • technology • information • time

Unit Sector(s)

Business Effectiveness

Competency field

Refer to Unit Sector(s).

Co-requisite units

Not applicable.