



Australian Government

Department of Education, Employment and Workplace Relations

RIIPRO401A Supervise processing operations

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit covers the supervision of processing operations in the coal mining and extractive industries. It includes: planning, preparing for and initiating processing operations; and monitoring, adjusting and reporting on the execution of operations and maintenance activities.

Application of the Unit

This unit is appropriate for those working in processing plant supervisory roles within:

- Coal mining
- 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. Plan, prepare for and initiate processing operations	1.1. Access, interpret and apply compliance documentation relevant to the conducting of processing operations 1.2. Access and share with team members the geological and survey data required to complete the processing operations 1.3. Identify hazards, assess risks and ensure there are plans or processes to manage identified risks 1.4. Prepare an action plan, in consultation with team members, which makes best use of the available resources and takes into account the requirements of the processing plan and other relevant requirements and procedures 1.5. Acquire and make available the necessary resources for the safe, effective and efficient conduct of the operations
2. Initiate processing operations and maintenance activities	2.1. Assign responsibilities and issue clear and timely instructions to team members and others involved for the safe, effective and efficient operation of the processing plant 2.2. Ensure hand over from shift to shift and that changes to operation are clearly informed 2.3. Set up safe maintenance systems to meet the requirements of the processing plan and relevant requirements and procedures 2.4. Initiate training activities to ensure competent team in all work activities
3. Monitor, adjust and report on execution of the processing operations	3.1. Ensure safe, effective and efficient execution of tasks 3.2. Monitor processing operations performance to ensure achievement of planned outcomes 3.3. Initiate adjustments to work programs to take into account non-achievement of planned outcomes 3.4. Complete and submit reports as required 3.5. Recommend changes to improve the safety, efficiency and effectiveness of the processing operations

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 in this unit, particularly for the application in the various circumstances in which this unit may be applied. This includes the ability to carry out the following as required to supervise processing operations:

- apply legislative, organisation and site requirements and procedures
- provide team leadership
- apply procedures for choosing operational techniques
- apply procedures for choosing and assigning plant and equipment
- apply techniques for developing and administering work plans

Required knowledge

Specific knowledge is required to achieve the Performance Criteria of this unit, particularly its application in a variety of circumstances in which the unit may be used. This includes knowledge of the following, as required to supervise processing operations:

- site risk, statutory compliance, health, safety, environmental, quality and communication requirements and procedures
- processing operations plan
- team leadership techniques
- operational techniques required for execution of the operations
- plant and equipment capabilities
- work planning techniques
- work monitoring methods

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 supervising process operations • implementation of appropriate procedures and techniques for the safe, effective and efficient supervision of processing operations • working with others to plan, prepare and conduct processing operations • provision of clear and timely instruction and supervision by the individual of those involved in processing operations • evidence of the consistent successful supervision of processing operations
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. • 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 to sensitively accommodate cultural diversity. • Aboriginal people and other people from a non English speaking background may have second

	language issues. • 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. • 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 • observed, documented and/or first hand testimonial evidence of the candidate's: • implementation of appropriate procedures and techniques for the safe, effective and efficient achievement of the required outcomes • consistently achieving the required outcomes • first hand testimonial evidence of the candidate's: • working with others to plan, prepare and conduct processing operations • provision of clear and timely instruction and supervision by the individual of those involved in the conduct of the processing operations
Guidance information for assessment	Consult the SkillsDMC User Guide for further information on assessment including access and equity issues.

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.

Relevant compliance documentation may include:	• legislative, organisation and site requirements and procedures • manufacturer's guidelines and specifications • Australian standards • code of practice • Employment and workplace relations legislation • Equal Employment Opportunity and Disability Discrimination legislation
Processing operations may cover:	• process control systems • automation • processing equipment • feeder systems • stockpiling • storage bins or silos • safety systems • production measurement systems
Geological data may include relevant site-specific information in relation to:	• rock or coal type and characteristics • relative density of coal and other materials • faults and joints • presence of deleterious materials to be separated from coal or other raw feed • predicted variations in raw feed quality across mine or with time in mining operations (short or long term) • inter seams or hard or soft layers which may need separation from coal • coal spontaneous combustion characteristics • water tables or other water sources
Survey data may include relevant site-specific information in relation to:	• floor heights • bench widths • grades • location within mine
Resources may include:	• budget • labour

	• materials • services • equipment
Processing plan may include:	• production targets • product mix requirements • product quality requirements • stockpiling requirements • range of plant to be used to meet requirements • maintenance schedule • storage and discharge of separated products • raw feed blending requirements • tailings deposition/treatment requirements and procedures • reporting and record requirements and procedures
Instructions may issued in briefings, handovers, and work orders and may include:	• nature and scope of tasks • achievement targets • refuelling arrangements • operational conditions • obtaining permits required • site layout • out of bounds areas • worksite inspection requirements • plant or equipment defects • hazards and potential hazards • coordination requirements or issues

Unit Sector(s)

Processing (General)

Competency field

Refer to Unit Sector(s).

Co-requisite units

Not applicable.