

Learner Workbook



RIIBEF201E - Plan and organise work

This resource was developed by:



Name: _____

Date: ____ / ____ / ____

Student Number: _____

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Contact Details

Candidate's details
Name:
Address:
Student Number:
Phone number:
Email:
I.D supplied / USI No ?
Signature:

Trainer/Assessor's / Supervisor details
Name:
Company/registered training organisation:
Phone number:
Email:
Assessment location:
Assessment date:
Signature:

I declare that:

The material I have submitted is my own work, I have kept a copy of all relevant notes and reference materials used in the production of my work. I have given references for all sources of information that are not my own, including the words, ideas and images of others.

Student Signature: _____ **Date:** _____

Table of Contents

Contact Details	2
Unit of Competency Training Details	4
Application / Context of assessment.....	4
Practical Tasks to be Performed.....	5
Instructions to Candidate	5
Knowledge assessment / Written Assessment Instructions	7
Assessment Conditions:	7
Resources Required	8
Submission Instructions.....	9
Requirements for Satisfactory Completion	9
Appeals and Re-assessment	9
Reasonable Adjustments.....	9
Job Plan 1.....	19
Job Plan 2.....	22
Appendix - Sample Work Order.....	43

Unit of Competency Training Details

Training package: Resources and Infrastructure Industry Training Package

Unit of competency: RIIBEF201E - Plan and organise work

Application / Context of assessment

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, legislative and certification requirements may apply to this unit and can vary between states, territories and industry sectors. Users must check requirements with relevant body before applying the unit.

Notes to Candidate:

Practical components of this assessment must be filmed and the planning and organising of the task must be performed on 2 occasions and work order will be supplied by assessor.

There are 2 components to this assessment, a practical and written assessment. This assessment can be performed all at once or over a period of time. Candidate must at the end of completing this work book submit all files for assessment and written evidence of question answered and check list observations from assessor signed and filled in.

Licensing, legislative and certification requirements may apply to this unit and can vary between states, territories and industry sectors. Users must check requirements with relevant body before applying the unit. Assessment must be performed on at least 2 occasions.

Practical Tasks to be Performed.

Instructions to Candidate

You as a candidate undertaking the unit of competency must Plan and organise work performed on at least two occasions, carrying out the actual practical task must be **filmed** and noted of where the video file is stored.

A work order / work plan or a task to be performed will be supplied to you from your work place supervisor or assessor.

This assessment task can be performed over a period of time, to allow for organising the required documentation required and task 1 can begin at the start of course and the task 2 can be done at a later stage on site at a work place or training centre.

It is up to the trainer or supervisor to make all the arrangements as required in the practical work order or work plan given to you for assessment, unless specified in work order.

One sample work order is supplied to help you out for your first practical task.

This assessment is best conducted on a live worksite in a real work setting. Where required it may be done as a simulated exercise (see context of assessment).

Tasks do not need to be assessed in isolation; they may be assessed concurrently as the applicant goes about their daily work.

Assessment task 1 – 4 must be performed on at least two occasions.

Task 1

Develop a job plan to carry out the work **requirements** issued by the trainer/assessor. The plan should include but is not limited to:

- The job outcome
- Calculation of the time and resources needed to complete the plan
- Priorities – The work plan should be organised in a way that meets priorities
- Policies, procedures, work instructions, employment conditions, employee responsibilities and obligations should be considered when developing the work plan.

Inspect and prepare the work area in which the job will take place. Consider the following:

- All hazards
- All controls
- Environmental requirements
- Coordination of work with others in the area.

Prepare and organise the tools, plant and equipment needed for the job. Consider the following:

- Selecting the correct tools, plant and equipment for the job
- Testing and inspecting all tools, plant and equipment
- Rectifying faults and/or isolating tools, plant and equipment if required.

Handle resources and materials safely. Consider the following:

- Signs, symbols, labels that identify resources and materials that require special handling
- Information on how to handle resources and materials. For example: safety data sheets, site rules, policies and procedures, codes of practice, guidance notes or a person with the required knowledge.

Task 2

Complete the task/s as per the work plan developed in task 1-A. Consider the following:

- All compliance documents, reports are completed before and after the task where required
- Work plan is followed to ensure work is completed in the correct sequence
- Coordination of work with others also working in the area.

Task 3

Resolve any problems that arise. Consider the following:

- Monitor the work being done for any problems (eg: workflow issues)
- Report problems that arise to the relevant person
- Implementing changes to work processes to resolve problems
- Consultation and approval for making changes.

Task 4

Clean up the work area on completion of the task. Consider the following:

- Clearing away of all rubbish, debris and environmentally sensitive materials
- Packing up of all tools, equipment and machinery
- Correct disposal of waste.

Clean and maintain tools, equipment and machinery. Consider the following:

- Cleaning and checking for damage or faults
- Fixing faults or isolating to prevent use of unsafe items
- Documentation to be completed for tools, equipment and machinery after use.

File to Submit:

- 2 x Job Plans
- Copy of work statement given to candidate, 2 x documents
- Video 1 of Work performed according to job plan 1 – File Name: _____
- Video 2 of Work performed according to job plan 2 – File Name: _____
- 2 x Written Resolution problems report document
- 2 x Copies of practical observation check list

Note: The terms Occupational Health and Safety (OHS) and Work Health and Safety (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the National Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.

Knowledge assessment / Written Assessment

Instructions.

As you progress through the training of the course, you can write down the answers of the knowledge questions in this workbook.

You can either answer all the questions at once or over a period of time, however the assessor can ask you questions in the knowledge sections orally to authenticate the validity of the answers you have written. If your answers do not match what you have written then the assessor can ask you additional questions pertaining that section areas of knowledge required for satisfactory competence. Please note if orally questioning is performed please record conversation and note details, along with written notes in work book with assessor's signature of altered questions.

Assessment Conditions:

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

- include access to:
- personal protective equipment
- equipment required to plan and organise work
- relevant documentation
- be conducted in a safe environment; and,
- be assessed in the context of this sector's work environment; and,
- be assessed in compliance with relevant legislation/regulation and using policies, procedures and processes directly related to the industry sector for which it is being assessed; and,
- confirm consistent performance can be applied in a range of relevant workplace circumstances.

Where personal safety or environmental damage are limiting factors, assessment may occur in a simulated work 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.

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- plan and organise work on at least two occasions, including:
- reading a work plan and sequencing work to meet the job requirements
- inspecting and 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:

- locate and apply required documentation, policies and procedures and confirm that the work activity is compliant
- implement the requirements, procedures and techniques required to complete the planning and organisation of work
- work with others to undertake and complete the planning and organisation of work, including:
- solving problems with blockages to workflow and identifying work processes to avoid or minimise reworking and wastage
- communicate with others to receive and clarify work instructions and to determine coordination requirements prior to commencing and during work activities.

Resources Required

Item	✓ or ✗
Work instructions (to be supplied by the assessor/trainer)	
Suitable classroom or workplace to conduct assessment without unnecessary distraction	
Access to live or simulated workplace	
Pen (assessment is not to be completed in pencil)	
Access to workplace policies, procedures and forms (hard copy or electronic)	
Access to WHS or OHS acts and regulations (hard copy or electronic)	
Access to codes of practice (hard copy or electronic)	
Device with internet access (eg: PC, laptop, tablet etc)	
Tools, equipment and machinery for the job	
Relevant PPE for tasks. May include but is not limited to: <ul style="list-style-type: none"> • Protective footwear • Hard hat • Gloves • Hi-visibility clothing • Respiratory aids • Hearing protection • Eye protection • Sunscreen 	
Learner Work book	

Submission Instructions

On completion, this assessment paper with any accompanying evidence securely attached is to be submitted in hard copy directly to the assessor, or an employee of the Registered Training Organisation who has been identified by the assessor to receive the assessment.

All sections of this document must be completed, including:

- Learner details
- Registered Training Organisation/assessor details
- Learner statement
- Answers to questions
- Observation check list filled in

Requirements for Satisfactory Completion

Knowledge: To satisfactorily complete the knowledge elements of this assessment you must complete **ALL** questions for **ALL** elements.

Each element will be marked as either satisfactory or not satisfactory. Candidate must answer all 41 questions within this work book.

Practical: To satisfactorily complete the practical elements of this assessment you must complete **ALL** tasks for **ALL** elements. Where a task has more than one option, only complete one of the options.

The assessor is responsible for completing all checklists in the practical assessment section.

Each element will be marked as either satisfactory or not satisfactory.

Appeals and Re-assessment

Any appeals in regards to the assessment outcome and/or requests for re-assessment are subject to the policies and procedures of the Registered Training Organisation administering this assessment.

Reasonable Adjustments

Reasonable adjustments to this assessment should be made to assist learners with special needs or requirements. When adjustments are made, a new version of the assessment should be created clearly outlining the adjustments to each task to show how it differs from the original assessment used for other learners.

Plan and prepare for work - Knowledge





Answer the following questions.


<p>Question 1-A</p>	<p>(PC 1.2)</p>
<p>What do we call documents that have information on how to work safely and legally?</p>	


<p>Question 1-B</p>	<p>(PC 1.2)</p>
<p>Where can you find the following documents?</p>	
<p>WHS Act and regulations –</p>	
<p>Australian Standards –</p>	
<p>Workplace policies -</p>	

Question 1-C	(PC 1.2)
<p>You need some advice on managing the risks of plant in the workplace. Where could you get this information?</p>	
Empty space for answer	

Question 1-D	(PC 1.3)
<p>Where can you get information on your employment conditions, responsibilities and obligations?</p>	
<div style="text-align: right;">  </div> Empty space for answer	

Question 1-E	(PC 1.3)
<p>What type of information is included in a workers employment conditions?</p>	
<div style="text-align: right;">  </div> Empty space for answer	

Question 1-F	(PC 1.1)
Identify four different types of work requirements.	
	

Question 1-G	(PC 1.1)
If you are not sure of your work requirements what should you do?	
	

Question 1-H	(PC 1.4)
When you plan the job it is important to think about everything that needs to be done. Why?	