

# Learner Workbook



## RIIBEF201E - Plan and organise work

This resource was developed by:



Version 2.1 – June 2022

Name: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Student Number: \_\_\_\_\_

# Contact Details

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

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

## 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:** \_\_\_\_\_

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# 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 Assessor:

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 must be supplied by assessor.

### 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.

# 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 <b>not</b> 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	
<p>Relevant PPE for tasks. May include but is not limited to:</p> <ul style="list-style-type: none"> <li>• Protective footwear</li> <li>• Hard hat</li> <li>• Gloves</li> <li>• Hi-visibility clothing</li> <li>• Respiratory aids</li> <li>• Hearing protection</li> <li>• Eye protection</li> <li>• Sunscreen</li> </ul>	
Student copy of workbook	

# 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. Student 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.

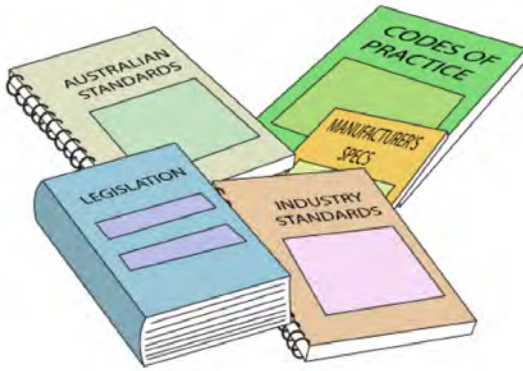
## Reasonable Adjustments


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.

<b>Question 1-A</b>	(PC 1.2)
<b>What do we call documents that have information on how to work safely and legally?</b>	
<p><b>Answer may include but is not limited to:</b></p> <p>Compliance documents.</p> 	

<b>Question 1-B</b>	(PC 1.2)
<b>Where can you find the following documents?</b>	
<p><b>Answer may include but is not limited to:</b></p> <p><b>WHS Act and regulations</b> - Safe work Australia website/State or territory regulator website.</p> <p><b>Australian Standards</b> - SAI Global.</p> <p><b>Workplace policies</b> - Supervisor/manager, health and safety rep, human resource department.</p> 	

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

Answer may include but is not limited to:

- Safe work Australia
- Managing the risks of plant in the workplace code of practice
- State/territory health and safety regulator
- Refer to site policies and procedures.

**Question 1-D**

(PC 1.3)

**Where can you get information on your employment conditions, responsibilities and obligations?**

Answer may include but is not limited to:

- Employers, managers and supervisors
- Human resources department (HR)
- Unions or union representatives
- Fair Work ombudsman ([www.fairwork.gov.au](http://www.fairwork.gov.au)).



**Question 1-E**

(PC 1.3)

**What type of information is included in a workers employment conditions?**

Answer may include but is not limited to:

- Wages (pay)
- Days and hours of work
- Breaks
- Dress code
- Holidays/holiday pay
- Sick leave/sick pay.



**Question 1-F**

(PC 1.1)

**Identify four different types of work requirements.**

Answer may include but is not limited to:

- Compliance information
- Company policies and procedures
- Manufacturers guidelines and specifications
- Verbal, written and graphical instructions
- Signage, work schedules and plans
- Safety data sheets (SDS)
- Quality requirements
- Instructions issued by authorised organisation or external personnel
- SWMS, JSEA



**Question 1-G**

(PC 1.1)

**If you are not sure of your work requirements what should you do?**

Speak to a supervisor so the instructions can be explained further.



**Question 1-H**

(PC 1.4)

**When you plan the job it is important to think about everything that needs to be done. Why?**


This will help to make sure the task is done in a safe and efficient way and nothing is forgotten.

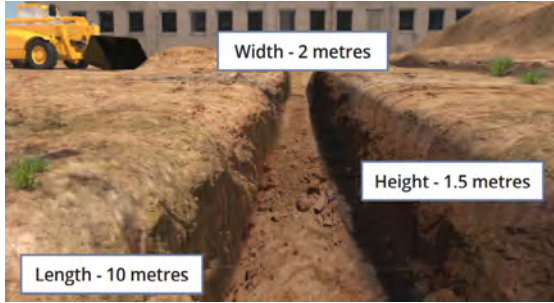
**Question 1-I**

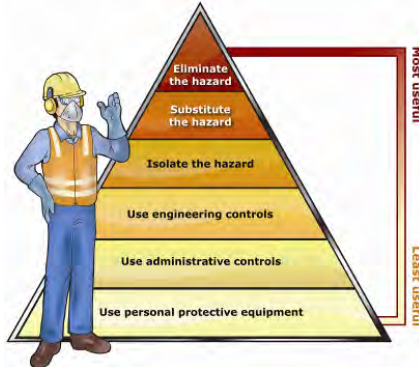
(PC 1.4)

**What are work procedures?**

Work procedures are clear and precise instructions that outline how a job should be done. They include information like who is responsible for what, the steps that need to be taken, forms or documents needed.


<b>Question 1-J</b>	(PC 1.4)
<b>When planning a task, why is it important to calculate how long it will take?</b>	
<p>Knowing how long a task will take helps to plan for things like:</p> <ul style="list-style-type: none"> <li>• When the next part of the task can commence</li> <li>• When the next trade might be needed</li> <li>• When materials need to be delivered</li> <li>• How long disruptions might last (eg: traffic)</li> </ul> 	

<b>Question 1-K</b>	(PC 1.4)
<b>What is the difference between “area” and “volume” when making calculations?</b>	
<p>Area is the size of a 2-dimensional object (length x width). Volume is what is inside of a 3-dimensional space (length x width x height).</p>	

<b>Question 1-L</b>	(PC 1.5)
<b>Why do hazards and hazard controls need to be considered when planning and organising work?</b>	
<p>Because hazards can cause accidents, injuries and even death.</p>	


<b>Question 1-M</b>	(PC 1.5)
<b>What is the hazard/risk when working near mobile plant and machinery?</b>	
<p>The risk is you could be struck and injured or even killed by the moving plant, machinery or its load.</p>	

<b>Question 1-N</b>	(PC 1.5)
<b>What method of hazard control gives the highest level of health and safety protection?</b>	
Level 1 – Elimination.	

<b>Question 1-O</b>	(PC 1.5)
<b>How can you control the hazard/risk when mobile plant is operating?</b>	
Answer may include but is not limited to:	
<ul style="list-style-type: none"> <li>• Set up pedestrian exclusion zones</li> <li>• Place signs, barriers and flashing lights</li> <li>• Use a spotter/traffic control</li> </ul>	

<b>Question 1-P</b>	(PC 1.5)
<b>What do the following stand for?</b>	
<b>SWMS</b> - Safe work method statement <b>JSEA</b> - Job Safety Environment Analysis	

<b>Question 1-Q</b>	(PC 1.5)
<b>Why is it important to coordinate activities when planning work?</b>	
Coordinating activities helps to:	
<ul style="list-style-type: none"> <li>• Organise the task</li> <li>• Prevent overcrowding the work area</li> <li>• Prevent tempers from becoming frayed</li> </ul>	

<b>Question 1-R</b>	(PC 1.6)
<b>How do you know what tools and equipment will be needed for the job?</b>	
Answer may include but is not limited to:	
Check the work instructions to see what is needed or speak to a supervisor or workmate.	

<b>Question 1-S</b>	(PC 1.6)
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