

Trainer Value Pack



LEARNER GUIDE



Training support material for:

RIIBEF201E

Plan and organise work



Produced by:



CONTENTS

About this guide.....	5	Sequence work safely	58
Language ... Literacy ... Numeracy (LLN).....	6	Task organisation.....	59
LLN core skills ... customising training.....	7	Complete compliance documents/reports in writing.....	61
Introduction	8	Resolve problems	66
Planning and organising work.....	9	Identify problems with work processes.....	67
Plan and prepare for work	10	Improving work processes.....	68
Work requirements.....	11	Modify work processes.....	69
Compliance.....	13	Report problems.....	71
Employment conditions, responsibilities and obligations.....	15	Finalise job activity	76
Identify work.....	18	Clear, clean and store.....	77
Inspect and prepare the work area.....	28	Correctly dispose of materials.....	78
Hazard/risk control.....	31	Maintain machinery, tools and equipment.....	79
Control methods.....	32	Report issues.....	80
Safe Work Method Statement (SWMS).....	34		
Job Safety and Environment Analysis (JSEA).....	35		
Coordinate work with others.....	36		
Select plant and equipment.....	38		
Check plant and equipment for serviceability.....	40		
Identify and safely handle resources and materials.....	41		
Environmental protection requirements.....	46		

INTRODUCTION



Planning and organising work

Planning is when you think about and organise everything that needs to be done to complete a task. It involves creating a plan and making sure the plan is followed (maintaining the plan).

Planning may include preparing a set of action steps that need to be followed to complete the task.

If planning and organisation is effective it can reduce the time and effort needed to achieve the goal and also help to complete the task safely.

Proper planning and organisation helps:

- **Prioritise work** – What needs to be done and when.
- **Work safely** – Hazards, risks and controls need to be considered when planning.
- **Improve productivity** – Get more done in less time (work efficiently).
- **Stay on track** – Remain focused on the task that needs to be done.
- **Decision making** – Its easier to make decisions when you know what needs to be done.
- **Accountability** – Everyone involved will know what is expected of them.

It is often said that “**failing to plan is like planning to fail**”.

The 5 P's



PLAN AND PREPARE FOR WORK



Work requirements

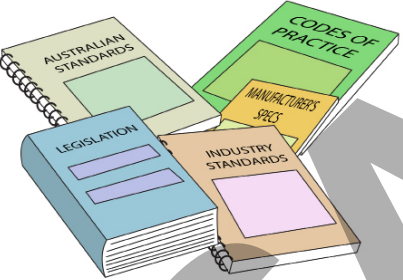


Work requirements are important so workers know:

- **What** needs to be done
- **How** it is to be done
- **When** they need to do it.

This allows work to be completed in a way that is safe, efficient, compliant and meets quality requirements.

Workers must be able to locate and understand work requirements. If you are not sure you should speak to a supervisor so the instructions can be explained further.

Work requirements include things like:

Compliance information	Company policies and procedures	Manufacturers guidelines and specifications
		

Work requirements (continued)

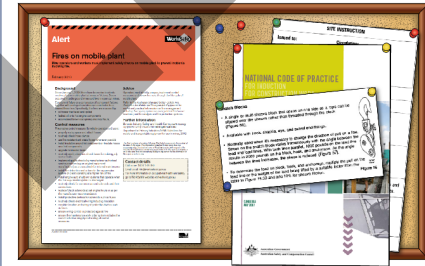
Verbal, written and graphical (visual) instructions



Signage, work schedules and plans



Work bulletins, memos and maps



Safety data sheets (SDS)



Quality requirements



Instructions issued by authorised organisation or external personnel.



Compliance

There are documents called compliance documents that workers need to know about. These documents tell you what you **must** do to work safely and legally.

The following are all examples of the types of compliance documents that are important:

Legislation

- Work Health and Safety Act or Occupational Health and Safety Act
- Work Health and Safety regulations or Occupational Health and Safety Regulations

These documents can be found at www.safeworkaustralia.gov.au or on your state/territory regulator's website.

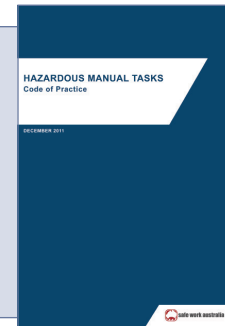


Codes of practice

Codes of practice give practical advice on how to achieve the standards of health and safety required under health and safety Acts and Regulations.

For example:

- Managing the risks of plant in the workplace code of practice
- Construction work code of practice



Note: Check with the state/territory regulator for the relevant compliance documents in your state/territory.

*Identify work (continued)***Traffic**

If the job affects traffic, you may only be able to work at times when traffic is light (not peak hours).

**Time of day**

Some jobs can only be done during daylight hours, others may have to be done at night only.

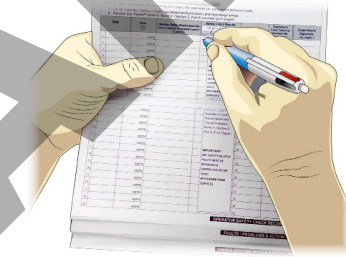


Identify work (continued)

Priorities

When planning and organising work you must know if there are any priorities (things that need to be done first).
If there is, the job **must** be planned so these things are done **without** delay.

Check the work requirements for any priorities.



Inspect and prepare the work area

There are a lot of hazards and risks on work sites that you need to be aware of. Hazards can cause accidents, injuries and even death.

Hazards and hazard controls need to be considered when planning and organising work.

The work site should be inspected by looking for hazards and risks that exist:

- Above eye level (in the air)
- At eye level
- Below eye level (on the ground).

Above eye level

At eye level

Below eye level

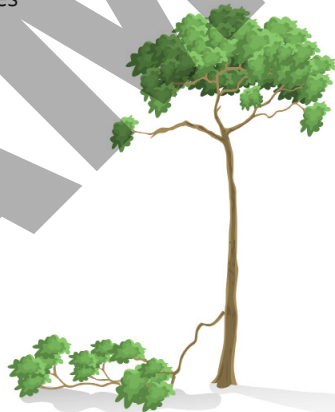


Hazards can include things like:

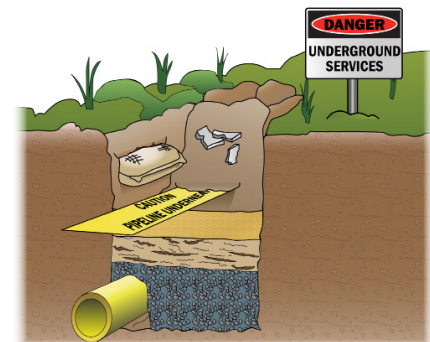
Uneven/unstable ground



Trees

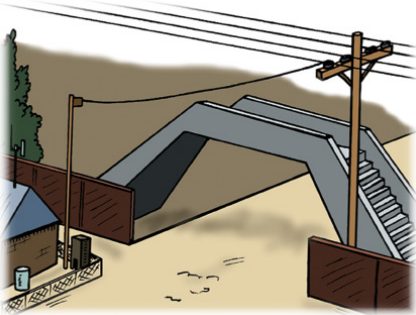


Pits and underground services



Inspect and prepare the work area (continued)

Overhead services and bridges



Trip hazards and obstructions



Embankments and dirt mounds



Plant and machinery



Fire and hazardous materials



Biological hazards

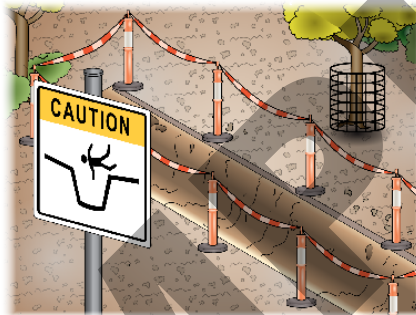


Inspect and prepare the work area (continued)

Surrounding buildings, structures and facilities



Excavations and recently filled trenches



Restricted access barriers



Pedestrians and other personnel



Vehicle traffic



Weather conditions



Job Safety and Environment Analysis (JSEA)

A JSEA outlines who is responsible for putting the control measures in place.

A JSEA worksheet is used to:

- Record the details of the job
- Record any hazards associated with the job or worksite
- Record the hazard control measures that are going to be put in place.

Shown here is an example of what a JSEA worksheet might look like.

Job safety and environment analysis (JSEA) 123456					
7. JOB STEPS, HAZARDS AND CONTROLS					
Step (No.)	Job Step (Describe each step)	Hazard/Environmental Issue	Risk Rating (Before control)	Control	Risk Rating (after control)
1	Set up traffic control	Traffic in busy intersection	8	Barriers and flag person supplied by ABC Traffic	1
		Noise of traffic and plant	7	Hearing protection must be worn at all times.	1
		Sunlight	4	Long sleeve pants, tops, hard hats with visor and sunglasses.	1
2	Unload excavator from float	Excavator sliding on ramps	5	Pedestrian exclusion zones 1.5 x excav. height. Operator wear seat belt.	3
3	Excavate turn lane	Powerlines overhead	8	Power will be isolated. This must be confirmed before starting	1
4	Load tip truck	Location of tip truck and drivers while loading.	8	Traffic controllers will direct drivers where to safely park. Drivers must remain in truck while being loaded.	1
5	Load excavator on float				
		Dust and noise	5	Noise restrictions limit work to between 9am-5pm. Water truck available to reduce dust if needed.	2
		Spills to ground	5	Pre-op checks on excavator before work. Spills kit on site if needed.	2

Coordinate work with others

When inspecting and preparing the work area before you start your task, it is important to speak to other workers and try to coordinate your activities with them.

Coordinating activities helps to:

Organise the task

Your task may be relying on another person completing their task first or someone may be relying on you to complete your task before they can start theirs.



Prevent over crowding the work area

Over crowding can have a negative effect on efficiency and safety.



Prevent tempers from becoming frayed

Some workers can become angry if you get in their way or hold them up from doing their job.



Coordinate work with others (continued)

People you may need to coordinate with can include:

Yard persons



Laboratory personnel



Mobile plant operators



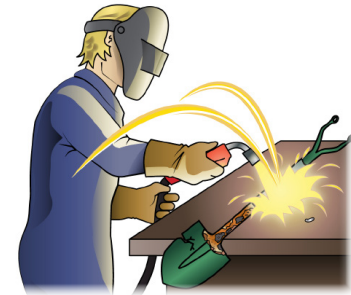
Processing plant operators



Haulage unit operators



Maintenance personnel.



Select plant and equipment (continued)

<p>Power tools</p> 	<p>Personal protective equipment</p> 	<p>Communication equipment</p> 
<p>Signs, barriers, cones and bollards</p> 	<p>Temporary lighting</p> 	<p>Emergency response equipment.</p> 


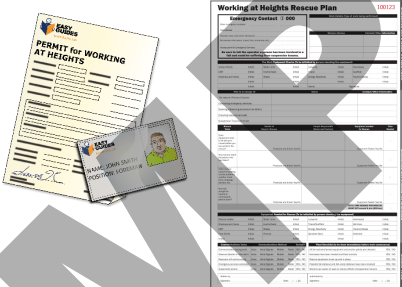
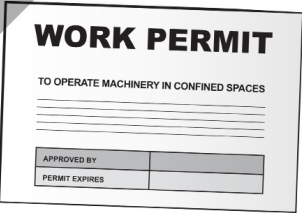
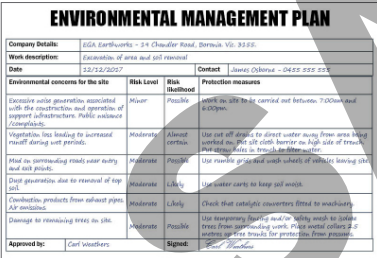
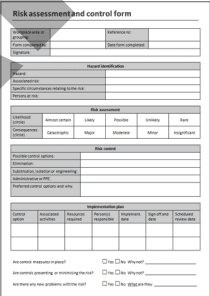
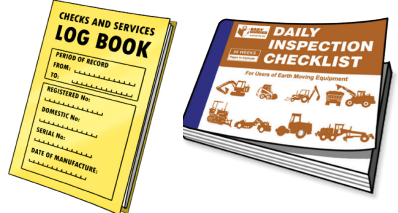
SEQUENCE WORK SAFELY



Complete compliance documents/reports in writing

Any compliance documents or reports that need to be completed must be done neatly and accurately. All details must be completed in full and no blank spaces should be left.

Always follow procedures for completing documentation. As well as the SWMS or JSEA some other documents that might need to be completed include:

<p>Confined space entry permits</p> 	<p>Work at heights permits/rescue plans</p> 	<p>Permit to work</p> 
<p>Environmental management plan</p> 	<p>Risk assessment and control forms</p> 	<p>Checklists and logbooks</p> 

Complete compliance documents/reports in writing

Shift reports

Shift report
(Project Name)
For week ending (date)

Project Manager: (Name):

Milestones	Planned Dates	Actual Dates	Comments (reasons for delays etc)

Accomplishments/achievements of this week:

Handover briefs



Time cards

Employee Name: _____
 Employee ID #: _____
 Position: _____
 Supervisor: _____

Timecard Start Date: _____
 Timecard End Date: _____

Day worked	Starting time	Ending time	Lunch break	Starting time	Ending time	Hours
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Total hours						

Employee Signature: _____
 Authorized By: _____

RESOLVE PROBLEMS

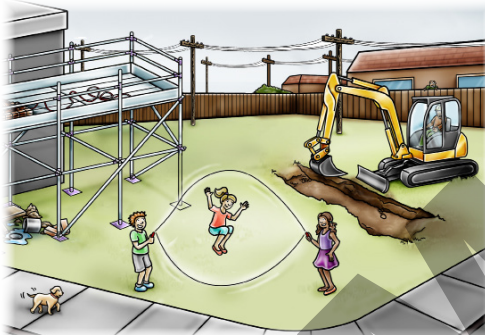


Identify problems with work processes

Work does not always go to plan. Activities should be monitored (watched) all the time so any problems in the work process can be identified. When a problem is found it should be fixed as soon as possible.

Problems could result in:

Hazards



Slow progress



Damage to equipment or property



Wasted materials (wasted money)



Identify problems with work processes (continued)

Conflict between workers, supervisors and managers.



Anger from the public.

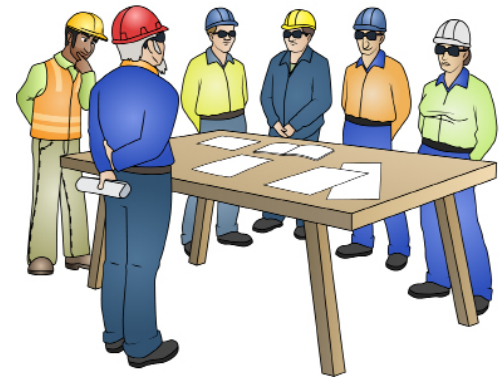


Improving work processes

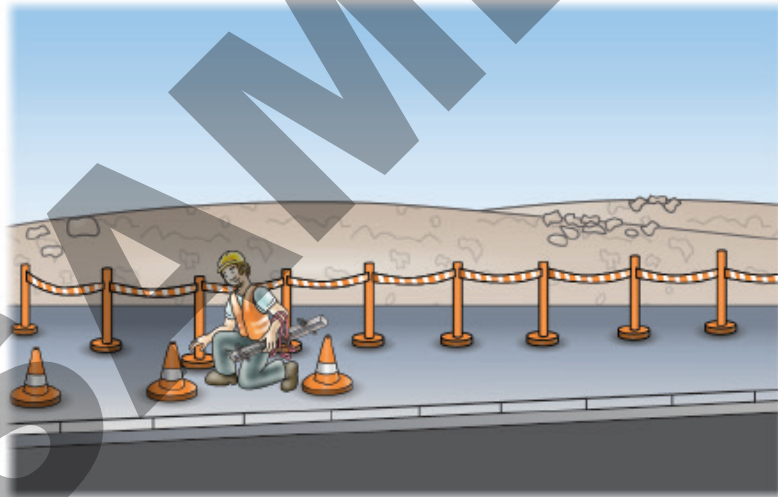
When a problem is found, it is important to think of how the work process can be communicated with the relevant personnel.

There may be more than one way to fix the problem, so it is good for everyone involved to put forward their suggestions. The different options can then be discussed and a decision made on how to improve the work process.

In some cases there might already be a contingency (back up plan) that has been discussed which can be used.



FINALISE JOB ACTIVITY



Clear, clean and store

When the job is complete, the work area needs to be cleared and cleaned. All tools and equipment should be stored in their correct place. Refer to the Environmental management plan (EMP) for advice on how to clean environmentally sensitive areas, and always follow the rules and procedures for the worksite.

Clear work area

The work area **must** be cleared of all:

- Rubbish
- Debris
- Tools
- Equipment
- Left over materials.

This helps to reduce the risk of injury to workers and the public from slips, trips and falls.

A work area that is left messy also gives a bad impression of your company.



Clean work area

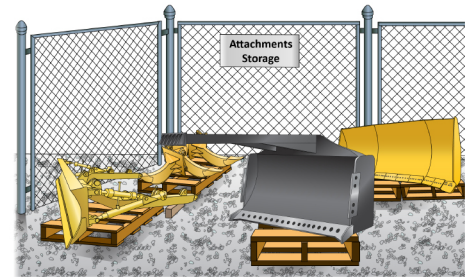
Clean away any dirt, mud or other material that may cause an environmental or physical hazard.



Store tools and equipment

Store tools and equipment in their designated place.

This means you will know where to find them next time and may also prevent them from being stolen.



Correctly dispose of materials

All waste materials on the job site must be disposed of in the correct way. Some items will be recyclable, others will have special disposal methods and some will just be garbage.

Refer to the Environmental management plan (EMP) for advice if one is in place, and always **follow** the rules and procedures for the worksite.

Garbage

Garbage includes general waste similar to what you might have at home.

For example, food scraps.

Anything that is **not** hazardous or recyclable is garbage.



Recyclables

Recyclables are any waste products that can be processed to make a new useful product.

Recyclables include things like:

- Paper
- Aluminium
- Cardboard
- Plastic
- Glass.

Look for the recycle symbol like the one on the bin below.



Hazardous waste

Hazardous waste is anything that might cause **harm** to people or the environment if not disposed of correctly.

Anything that is:

- Explosive
- Toxic
- Flammable
- Poisonous
- Ecotoxic – harmful to animals, plants or the environment.
- An infectious substance.



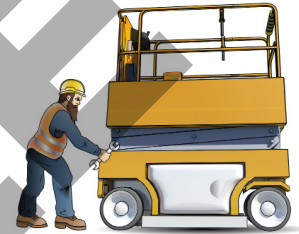
Note:

You may be able to refer to a **Safety data sheet (SDS)** for information on how to dispose of a hazardous waste product.

Maintain machinery, tools and equipment

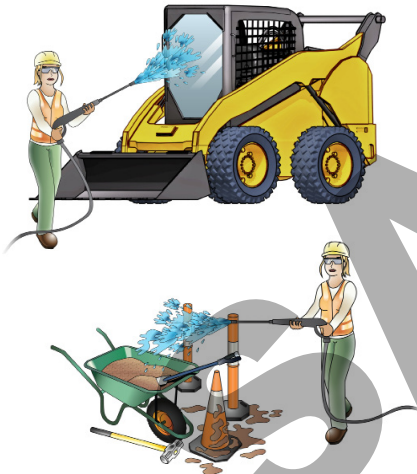
It is very important to make sure all machinery, tools and equipment are regularly maintained. Regular maintenance will make sure that the machinery, tools and equipment are in the best condition possible and ready to do the job.

Regular maintenance and care will also help to extend the life of the machinery, tools and equipment and hopefully keep repair costs to a minimum.



Clean

Clean all machinery, tools and equipment **after** use.



Check

Check machinery, tools and equipment for damage after using them.



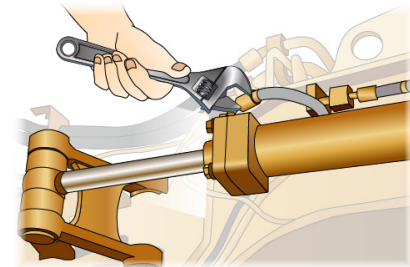
Note:

There may be a checklist available to help you with this. Also check the operators manual for information.

Perform

Perform any maintenance requirements on machinery, tools and equipment.

Check the operators manual for information on items that need maintenance at regular intervals.



Note:

Only perform maintenance or repairs if you have the correct skills and training. You will also need permission from your boss.

Learner Workbook



RIIBEF201E - Plan and organise work

This resource was developed by:



Name: _____

Date: ____ / ____ / ____

Student Number: _____

Version 2.1 – June 2022

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

SAMPLE

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.


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


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

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

Question 1-D	(PC 1.3)
Where can you get information on your employment conditions, responsibilities and obligations?	
	

Question 1-E	(PC 1.3)
What type of information is included in a workers employment conditions?	
	

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?	

Assessment Mapping Document

Mapping Document for RIIBEF201E - Plan and organise work

Training Package: RII- Resources and Infrastructure Industry Training Package

Note: This completed document shows that the enclosed learning materials have been mapped against the Unit of Competency.

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.

Element / Performance Criteria	LBA / Review Questions	Practical Assessment	A		LG
Key: LBA = Learning work book - Instrument, A = Assessment – Instrument LG = Theory / Learner Guide					
	Question	Practical	Question	Practical	Question
1. Plan and prepare for work					
1.1 Obtain, interpret, and confirm work requirements (pc 1.3)	Q1FG	PT1	Q8,9,10	T1A	Q 6
1.2 Access, interpret and apply documentation and procedures	Q1A,B,C	PT1	Q1,2,3,4	T1A	Q 1,2,3
1.3 Identify, read, clarify and confirm employment conditions, responsibilities and obligations	Q1DE	PT1	Q5,6,7	T1A	Q 4,5
1.4 Identify the required outcomes, <i>work procedures, available time, resource requirements</i> and priorities when planning work	Q1HIJK	PT1	Q11- Q18	T1A, T1D	Q 7, 8, 9, 10
1.5 Inspect and prepare work areas in coordination with relevant personnel	Q1LMNOPQ	PT1	Q19- Q24	T1B	Q 11, 12, 13, 14, 15, 16
1.6 Select appropriate plant and equipment, check for serviceability and report any faults	Q1RS	PT1	Q26- Q27	T1C	Q 17, 18
1.7 Identify and safely handle resources and materials	Q1TUV	PT1	Q29- Q32	T1D,C	Q 19, 20, 21
1.8 Identify and apply environmental protection requirements according to workplace procedures	Q1W	PT1	Q33	T1B	Q 22
2. Sequence work safely					
2.1 Organise to complete tasks in a timely manner and in a logical, safe and efficient sequence	Q2AB	PT2	Q34- Q36	T2A T3A	Q 23, 24
Title					
2.2 Complete writing compliance documentation and reports according to workplace procedures	Q2CD	PT2	Q37-38	T2A	Q 25, 26

3. Resolve problems					
3.1 Identify problems with work processes and communicate them to relevant personnel	Q3AB	PT2,3	Q39-Q40	T3A	Q27, Q28
3.2 Modify work processes to meet changing circumstances after consultation with relevant personnel	Q3CDE	PT2,3	Q41-Q43	T3A	Q 29,30,31
3.3 Report problems in a timely manner to relevant personnel	Q3F	PT2,3	Q45	T3A	Q32
4. Finalise job activity					
4.1 Clear and clean work area, store tools and equipment	Q4A,B	PT4,2	Q46,Q47	T4A	Q 33,34
4.2 Correctly dispose of materials including recyclables	Q4CD	PT4,2	Q48-Q50	T2A, T4A	Q 35, 36
4.3 Clean, check and maintain machinery, tools and equipment	Q4EF	PT4,2	Q51-Q53	T4B	Q 37, 38
4.4 Document and report issues to relevant personnel	Q4G	PT3,4	Q54	T4B	Q 39
Performance Evidence					
The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit,					
including <u>evidence</u> of the ability to:					
<ul style="list-style-type: none"> plan and organise work on at least two occasions, including: 		PT 1,2		T1A, T2A, T3A,T4A	
<ul style="list-style-type: none"> reading a work plan and sequencing work to meet the job requirements 	Q1F,Q1G,Q1H, Q1J,Q1K,Q1L, Q1Q, Q1R,Q1W	PT 1	Q8, Q9, Q10, Q11, Q14, Q15	T1A, T2A	Q6, 7, 8
<ul style="list-style-type: none"> inspecting and preparing work areas (PC 1.5) 	Q10, Q1P, Q1Q	PT 1,2	Q20,Q21,22,23	T1B, T2A	Q 11, 12, 13, 14, 15, 16
<ul style="list-style-type: none"> identifying and planning for the safe use of the appropriate tools, plant and equipment, resources and materials (PC 1.6, 1.4) 	Q1T, Q1U,	PT 1	Q13, Q14, Q15,Q26, Q27, Q28	T1C	Question 7
<ul style="list-style-type: none"> identifying and reporting problems with the work process (PC 3.1, 3.2) 	Q3A,Q3B	PT 1,2	Q39,Q40,Q41-Q45	T2A, T3A	Q27,28, 29, 30, 31, 32
<ul style="list-style-type: none"> cleaning and maintaining work area (PC 4.1) 	Q4E,Q4F		Q46-Q47	T4A	Question 33, 34
<ul style="list-style-type: none"> documenting and reporting issues with plant and equipment and machinery. (PC 4.4) 	Q4G,		Q51-53	T3A	Question 39
During the above, <u>the candidate</u> must:					

locate and apply required documentation, policies and procedures and confirm that the work activity is compliant ⁽¹⁾	Q1A,Q1B,Q1C, Q1F,Q1G,	PT1	Q1-Q4 Q37-38	PT1A,B ,C,D PT2A,T3A,T4A,T4B	Question 5, 6, 7, 8, 15, 23, 24, 26
implement the requirements, procedures and techniques required to complete the planning and organisation of work	Q2A,Q2B,Q2C, Q2D	PT1	Q24, Q34-Q38 Q1-Q33	PT1A,B ,C,D PT2A,T3A,T4A,T4B	Question 5, 6, 7, 8, 23, 24, 26
<ul style="list-style-type: none"> work with others to undertake and complete the planning and organisation of work, including: ⁽²⁾ 		PT1,2	Q8-10	PT1A,B ,C,D PT2A,T3A,T4A,T4B	Question 16,23, 24, 26
<ul style="list-style-type: none"> solving problems with blockages to workflow and identifying work processes to avoid or minimise reworking and wastage ⁽³⁾ 	Q3A,Q3B,Q3C, Q3D,Q3E	PT1,2, 3	Q39-45	PT1A,P T1C PT2A,T3A,T4A,T4B	Question 27, 28, 29, 30, 31, 32
communicate with others to receive and clarify work instructions and to determine coordination requirements prior to commencing and during work activities	Q3A,Q3B	PT1,2, 3	Q1-Q4, Q37-38	PT1 PT2A,T3A,T4A,T4B	Question 28, 29, 30, 6, 8
Knowledge Evidence					
The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:					
<ul style="list-style-type: none"> key policies, procedures and documentation required to plan and organise work, including those related to: 	Q1A,Q1B,Q1C, Q1I,Q1J	T1	Q1-Q4	T1A-D	Question 1, 2, 3
<ul style="list-style-type: none"> employment practices 	Q1D,Q1E	T1,T2	Q1-Q4	T1A-D	Question 1, 2, 3
<ul style="list-style-type: none"> environmental protection requirements 	Q1L,Q1M,Q1N ,Q1P	T1,T2	Q33, Q38, Q49, Q22	Task 1-B, Task 4-A, Task 1-B, Task 2-A, Task 4-A	Question 40 a,b
<ul style="list-style-type: none"> techniques for interpreting basic work planning processes 	Q1H,Q1I,Q1J, Q1K	T1	Q8-10	T1A-D	Question 6.
<ul style="list-style-type: none"> principles and techniques for responding to changing circumstances in the work processes, including those related to: 	Q3A, Q3B,Q3C,Q3D, Q3E	T1,T2, T3	Q39-45	T2-A, T3A	
<ul style="list-style-type: none"> work health and safety procedures 	Q1B,Q1A,Q1B, C1C	T1	Q1-4	T2-A, T3A	Question 3. 2, 5
<ul style="list-style-type: none"> emergency procedures 	Q1I,Q1C	T1	Q1-4	T2-A, T3A	Question 5