

RIIBEF201A	Plan and organise work
Unit descriptor	This unit covers the planning and organisation of work in the resources and infrastructure industries. It includes planning and preparing for work, sequencing work safely, and resolving problems. 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.
Employability skills	This unit contains employability skills.
Application of the unit	This unit is appropriate for those working in an assistant role at worksites within: <ul style="list-style-type: none"> • Civil construction • Coal mining • Drilling • Extractive industries • Metalliferous mining
Competency field	Business Effectiveness

ELEMENT	PERFORMANCE CRITERIA
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.
1. Plan and prepare for work	<p>1.1. Access, interpret and apply <i>compliance documentation</i> relevant to the work activity</p> <p>1.2. Identify and clarify employment conditions, responsibilities and obligations.</p> <p>1.3. Obtain, confirm and apply <i>work instructions</i></p> <p>1.4. Plan work from an analysis of the required outcomes, standard work procedures, available time, resource requirements and known priorities.</p> <p>1.5. <i>Inspect and prepare work areas</i> in <i>coordination with others</i></p> <p>1.6. Select appropriate <i>tools, plant and equipment</i> for the task, check for serviceability and rectify and report any faults</p> <p>1.7. Identify and safely handle materials appropriate to the work application</p> <p>1.8. Identify and apply environmental protection requirements from the project environmental management plan or appropriate regulatory specification</p>
2. Sequence work safely	<p>2.1. Determine work plan to ensure tasks are performed in a logical, safe and efficient sequence</p> <p>2.2. Complete <i>work documentation and/or reports</i> to meet enterprise requirements</p>
3. Resolve problems	<p>3.1. Identify problems with work processes and make suggestions for improvement</p> <p>3.2. Modify work processes to suit changing circumstances, after consultation with supervisor or other relevant personnel</p>
4. Clean up	<p>4.1. Clear work area and correctly dispose of recyclable materials</p> <p>4.2. Clean, check and maintain machinery, tools and equipment</p>

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 plan and organise work:

- apply legislative, organisation and site requirements and procedures for planning and organising work
- access, interpret and apply technical and operational information including work instructions, quality assurance procedures, manufacturer's instructions, materials safety data sheet and equipment instructions
- solve problems particularly in teams and in dealing practically with blockages to work flow and systematically work around these to avoid or minimise reworking and avoid wastage
- show initiative in adapting to changing work conditions or contexts particularly when working across a variety of work placements
- use mathematical ideas and techniques to correctly calculate time to complete tasks, calculate material requirements and establish quality checks

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 plan and organise work:

- basic work planning processes
- operational safety requirements, such as equipment characteristics, technical capabilities and limitations, operational procedures, materials data safety sheet (MSDS)

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
- Employment and workplace relations legislation
- Equal Employment Opportunity and Disability Discrimination legislation

Work instructions may include:

- plans, specifications, quality requirements and operational details relevant to the tasks
- documentation or verbal instructions

Inspect and prepare the work area may include:

- coordination with others
- identification of hazards
- selection and implementation of control measures for the hazards identified
- safeguarding site and non-site personnel by:
 - erection of barricades and posting of signs
 - selection of appropriate equipment to ensure personnel safety and protection
- determination of appropriate path of movement for loads and equipment/vehicles
- floor, pad, roads, ramps and bench clean up to specified levels and grade requirements

RANGE STATEMENT	
	<ul style="list-style-type: none"> • yard persons • laboratory personnel • mobile plant operators • processing plant operators • haulage unit operators • maintenance personnel
Tools, plant and equipment may include:	<ul style="list-style-type: none"> • those commonly used in relevant work environments
Work documentation and/or reports may include:	<ul style="list-style-type: none"> • shift reports • handover briefs • time cards • other relevant records

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	<p>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:</p> <ul style="list-style-type: none"> • knowledge of the requirements, procedures and instructions for planning and organising work • implementation of requirements, procedures and techniques for the safe, effective and efficient completion of work plan • working with others to undertake and complete the planning and organisation of work that meets all of the required outcomes • consistent timely completion of a work plan that safely, effectively and efficiently meets the required outcomes
Context of and specific resources for assessment	<ul style="list-style-type: none"> • 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

EVIDENCE GUIDE	
	<p>following assessment methods:</p> <ul style="list-style-type: none"> • written and/or oral assessment of the candidate's required knowledge • observed, documented and/or first hand testimonial evidence of the candidate's: <ul style="list-style-type: none"> ◦ implementation of appropriate requirements, procedures and techniques for the safe, effective and efficient achievement of required outcomes ◦ consistent achievement of required outcomes • first hand testimonial evidence of the candidate's: <ul style="list-style-type: none"> ◦ working with others to undertake and complete the planning and organisation of work
Guidance information for assessment	Consult the SkillsDMC User Guide for further information on assessment including access and equity issues.