

**Modification history**

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version [4.0]  Version created to clarify intent of unit in application.
Release 1	This version replaces equivalent unit FPICOT4203B Plan and coordinate product assembly, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2.  This is the first release of this unit in the new standards format.

UNIT CODE	FWPCOT4203 Plan and coordinate product assembly
<b>Application</b>	<p>This unit of competency describes the outcomes required to manage operational logistics for the assembly of timber products. <a href="#">Work involves responsibilities in planning assembly schedules for operators, monitoring and evaluating processes and problems to determine and recommend improvements.</a> <del>includes planning assembly schedules for operators.</del></p> <p>The unit applies to individuals who work as production supervisors <a href="#">in timber manufacturing facilities. They generally demonstrate autonomy, judgement and limited responsibility in known or changing contexts and within established parameters.</a> <del>that plan and coordinate product assembly in a forest products factory and also involves monitoring and evaluating processes and problems to determine and recommend improvements.</del></p> <p><a href="#">All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.</a></p> <p>No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.</p>
<b>Prerequisite Unit</b>	Nil
<b>Unit Sector</b>	Timber Manufactured Products Sawmilling and Processing Wood Panel and Board Production

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Plan assembly operations	1.1 Interpret production orders and construction plans to plan assembly of products 1.2 Identify requirements for pre-cut timber components, hardware componentry and jigs and check availability and monitor supply 1.3 Plan and document product assembly schedules and communicate to operators in line with organisational procedures 1.4 Explain construction plans and assembly techniques to operators

<b>Elements</b>	<b>Performance Criteria</b>
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
2. Coordinate product assembly	2.1 Assist operators to evaluate and resolve component and assembly problems 2.2 Monitor equipment operation and assembly processes and assess effectiveness and ability to maintain schedule 2.3 Modify assembly process and schedules to ensure optimum performance and communicate changes to operators 2.4 Check completed products and direct to designated area for storage or despatch and transportation 2.5 Direct processes for rejecting and disposing of sub-standard assembled products in line with environmental protection practices 2.6 Obtain production output details from operators and complete and maintain operating logs and assembly records in line with organisational procedures 2.7 Investigate and record major processing problems and equipment faults and resolve or report to appropriate personnel
3. Evaluate assembly performance	3.1 Monitor assembly operations and output to determine process improvements 3.2 Analyse systematic problems with construction plans, componentry and equipment for potential to improve assembly operations 3.3 Document recommended process improvements and communicate to appropriate personnel in line with organisational procedures

<b>Foundation Skills</b>	
<i>This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.</i>	
<b>Skill</b>	<b>Description</b>
Numeracy	<ul style="list-style-type: none"> <li>complete calculations to determine:               <ul style="list-style-type: none"> <li>material amounts required to satisfy production orders</li> <li>assembly schedules considering human and equipment resource capacity</li> </ul> </li> <li>complete routine production records involving dimensions and quantities tallied against work orders</li> </ul>
Oral communication	<ul style="list-style-type: none"> <li>provide clear and unambiguous information and instructions to operators</li> </ul>
Reading	<ul style="list-style-type: none"> <li>interpret production orders and construction plans</li> </ul>
Writing	<ul style="list-style-type: none"> <li>develop comprehensive documents in a style and format easily understood by others:               <ul style="list-style-type: none"> <li>assembly schedules</li> <li>reports on systematic issues with assembly materials and processes, potential process improvements including rationale for recommendations</li> </ul> </li> <li>complete accurate basic records of production outcomes and equipment faults</li> </ul>
Plan and organise	<ul style="list-style-type: none"> <li>source, collect and organise data to inform product assembly schedules and process improvement reports</li> <li>efficiently and logically manage operational logistics for product assembly activities</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>take responsibility for coordinating a team of operators for effective assembly operations</li> </ul>

<b>Unit Mapping Information</b>			
<b>Code and title current version</b>	<b>Code and title previous version</b>	<b>Comments</b>	<b>Equivalence status</b>
FWPCOT4203 Plan and coordinate product assembly	FWPCOT4203 Plan and coordinate product assembly	Clarified intent of unit <a href="#">in application</a>	Equivalent unit
<b>Links</b>	Companion Volumes, including Implementation Guides, are available at VETNet: <a href="https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47">https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47</a>		

<b>TITLE</b>	<b>Assessment requirements for FWPCOT4203 Plan and coordinate product assembly</b>
<b>Performance Evidence</b>	
<p>An individual demonstrating competency must satisfy all of the elements, performance criteria and foundation skills of this unit. There must be evidence that, on at least one occasion, the individual has:</p> <ul style="list-style-type: none"> <li>• plan and coordinate product assembly operations for production jobs in line with different production and construction plans for each job</li> <li>• determine, document and communicate assembly schedules for each of the above jobs</li> <li>• assess production output during assembly operations, for each of the above production jobs, for: <ul style="list-style-type: none"> <li>• speed and efficiency of operations</li> <li>• quality finish</li> <li>• dimensional consistency</li> </ul> </li> <li>• monitor, assess and modify schedules in response to changing circumstances within each of the above production jobs</li> <li>• complete operating logs and assembly records for each of the above production jobs</li> <li>• complete a detailed report about systematic issues arising across the jobs covering problems with processes, construction plans, componentry and equipment including recommendations for process improvements.</li> </ul>	
<b>Knowledge Evidence</b>	
<p>An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:</p> <ul style="list-style-type: none"> <li>• organisational procedures specific to planning and coordinating product assembly: <ul style="list-style-type: none"> <li>• communication reporting lines for operator team members and self</li> <li>• documenting assembly schedules and reports</li> <li>• recording and reporting systematic equipment faults</li> </ul> </li> <li>• environmental protection practices for forest products factory settings: <ul style="list-style-type: none"> <li>• reducing water and energy use</li> <li>• disposing of, recycling and reusing timber</li> </ul> </li> <li>• operational capacity of equipment used to assemble products with particular emphasis on nail plate presses</li> <li>• typical flow of material supply in and out of the assembly area</li> <li>• typical assembly sequences and range of techniques used to assemble timber products</li> <li>• methods of determining assembly schedules to: <ul style="list-style-type: none"> <li>• maximise equipment and labour use</li> <li>• meet customer and production orders within deadlines</li> </ul> </li> <li>• methods used to: <ul style="list-style-type: none"> <li>• assess assembly processes for ability to meet schedules and quality of outcomes</li> <li>• diagnose and analyse systematic problems with construction plans, componentry and equipment</li> </ul> </li> <li>• format, content and use of: <ul style="list-style-type: none"> <li>• construction plans</li> <li>• assembly schedules</li> <li>• operating logs and assembly records</li> <li>• process improvement reports.</li> </ul> </li> </ul>	
<b>Assessment Conditions</b>	
<p>Assessment of skills must take place under the following conditions:</p> <ul style="list-style-type: none"> <li>• physical conditions: <ul style="list-style-type: none"> <li>• skills must be demonstrated in an environment that accurately represents workplace conditions</li> </ul> </li> <li>• resources, equipment and materials: <ul style="list-style-type: none"> <li>• tools and equipment used to assemble products:</li> <li>• measuring equipment</li> <li>• assembly jigs</li> <li>• nail plate presses</li> <li>• staple guns</li> <li>• nail guns</li> </ul> </li> </ul>	

<b>Assessment Conditions</b>	
<ul style="list-style-type: none"> <li>• compressor or compressed air supply</li> <li>• marking equipment</li> <li>• strapping equipment</li> <li>• assembly hardware including one or more of the following:                             <ul style="list-style-type: none"> <li>• nailing plates</li> <li>• gang nails</li> <li>• nail gun nails</li> <li>• staples</li> </ul> </li> <li>• personal protective equipment suitable for coordinating assembly production lines</li> <li>• pre-cut sections of timber</li> <li>• specifications:                             <ul style="list-style-type: none"> <li>• templates</li> <li>• production order for quantities and types of assembled products</li> <li>• construction plan with specifications for assembling products</li> <li>• organisational procedures for planning and coordinating product assembly</li> </ul> </li> <li>• relationships:                             <ul style="list-style-type: none"> <li>• a team of operators with whom the individual can interact.</li> </ul> </li> </ul>	
<p>Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.</p>	
<b>Links</b>	Companion Volumes, including Implementation Guides, are available at VETNet: <a href="https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47">https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47</a>