

Modification history

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

FBPPPL3006	Report on workplace performance
Application	<p>This unit of competency describes the skills and knowledge required to collate and maintain workplace records to enable the monitoring and reporting of workplace performance.</p> <p>The unit applies to individuals who work as team leaders with responsibility for monitoring and reporting on performance of a work area or section. This includes working in a range of known contexts and completing routine activities.</p> <p>No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.</p>
Prerequisite Unit	Nil
Unit Sector	People, Planning and Logistics (PPL)

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. Establish recording and reporting requirements	1.1 Identify the purpose of recording performance-related information 1.2 Confirm recording and reporting responsibilities with supervisor 1.3 Identify recording and reporting systems and formats
2. Maintain workplace information	2.1 Ensure records are complete, timely and accurate 2.2 Record performance information in required format to meet workplace reporting requirements 2.3 Identify and correct or notify errors or discrepancies in recording to appropriate personnel 2.4 Identify, investigate and report variances according to workplace procedure 2.5 Assess, prioritise and address requests for information to meet required timelines
3. Maintain security of workplace information	3.1 Confirm levels of access and authority according to workplace security requirements 3.2 Maintain security of workplace records and reports in accordance with security access level 3.3 Identify and report security breaches to appropriate personnel

Foundation Skills	
<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>	
Skill	Description
Writing	<ul style="list-style-type: none"> • Writing
Accurately record and complete organisational documentation using clear language, correct spelling, grammar and terminology	<ul style="list-style-type: none"> • Accurately record and complete organisational documentation using clear language, correct spelling, grammar and terminology
Oral communication	<ul style="list-style-type: none"> • Oral communication

Unit Mapping Information			
Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPPL3006 Report on workplace performance	FDFPPL3002A Report on workplace performance	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent	Equivalent unit

Links	Companion Volumes, including Implementation Guides, are available at VETNet: https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4
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TITLE	Assessment requirements for FBPPPL3006 Report on workplace performance
Performance Evidence	
<p>An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.</p> <p>There must be evidence that the individual has reported on workplace performance on at least one occasion, including:</p> <ul style="list-style-type: none"> • confirming the reporting and recording systems and procedures for a specific work area • recording information on work performance in accordance with reporting procedures • reporting variances and inconsistencies • maintaining security of work documentation. 	
Knowledge Evidence	
<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"> • the purpose and responsibilities for the information records and reports to be maintained or produced, including accuracy levels and timelines • types of information to be recorded, including but not limited to: <ul style="list-style-type: none"> • timesheets • log sheets • recipes/specifications • operating procedures • production statistics • downtime • labour • materials usage levels • techniques used to collate and assess information, including typical recording outcomes to identify unusual or incorrectly recorded information • likely causes of variation and related reporting responsibilities • information system access levels and codes, such as levels within software • effective communication strategies relevant to reporting role • relevant regulatory and licensing, legislative requirements, industrial awards and agreements. 	
Assessment Conditions	
<p>Assessment of skills must take place under the following conditions:</p> <ul style="list-style-type: none"> • physical conditions: <ul style="list-style-type: none"> • skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace • resources, equipment and materials: <ul style="list-style-type: none"> • performance data • recording/reporting formats and systems • specifications: <ul style="list-style-type: none"> • workplace policies, codes of practice and procedures • relevant information on licensing, legislation and industrial awards and agreements. <p>Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.</p>	
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