

Modification history

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 5.0

FBPOPR1007X	Participate effectively in a workplace environment
Application	<p>This unit of competency describes the skills and knowledge required to participate effectively in a workplace environment.</p> <p>This unit applies to individuals in any work environment who work under direct supervision. This unit serves as an introduction to the responsibilities of the worker, and the products and processes of the company.</p> <p>All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety legislation that apply to the workplace.</p> <p>No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.</p>
Prerequisite Unit	Nil
Unit Sector	Operational (OPR)

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. Obtain information about the industry	1.1 Access sources of information about the industry and sector 1.2 Collect information to assist effective and safe work performance within the industry 1.3 Identify employment terms and conditions 1.4 Identify career pathways within the industry
2. Observe employment requirements	2.1 Identify industry developments in the workplace context that could be used to improve quality, productivity and conditions 2.2 Confirm that work practices comply with codes of practice and workplace expectations within level of responsibility 2.3 Identify contribution of own work role to organisational outputs 2.4 Ensure that dress and personal requirements comply with workplace standards 2.5 Observe punctuality in work attendance according to workplace procedures 2.6 Meet employer expectations through completion of workplace routines and specific instructions
3. Accept responsibility for quality of own work	3.1 Keep personal work space in a well-organised and safe condition 3.2 Adhere to the workplace code of conduct 3.3 Detect variations in the quality of service or products from required standards, and report as required
4. Plan and conduct own work	4.1 Follow instructions from supervisor and relevant staff 4.2 Apply industry and safe work practices to day-to-day work activities 4.3 Assess work load and prioritise within allocated timeframes 4.4 Check the availability of materials and equipment to ensure they are consistent with work schedules and the requirements of the task 4.5 Communicate clearly, to the appropriate person, the need for assistance to improve performance

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
5. Promote workplace cooperation	5.1 Undertake responsibilities and duties in a positive manner to promote cooperation and good relationships 5.2 Conduct cooperation with others in a courteous manner, appropriate to culture, special needs and linguistic background, and position in the organisation 5.3 Recognise problems and conflict, and resolve through personal communication where possible, or refer to a supervisor, manager or employer for resolution
6. Contribute to a productive work environment	6.1 Share information relevant to work with co-workers to ensure designated work goals are met 6.2 Share knowledge and skills with co-workers through conversations and meetings 6.3 Recognise and seek contributions of individuals of different gender and social and cultural backgrounds 6.4 Ensure work is consistent with workplace standards relating to antidiscrimination and workplace harassment

DRAFT

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
Learning	<ul style="list-style-type: none"> Recognise and seek guidance to correct simple problems
Writing	<ul style="list-style-type: none"> Update workplace logs
Reading	<ul style="list-style-type: none"> Interpret simple work instructions, standard operating procedures and information about the industry
Oral communication	<ul style="list-style-type: none"> Ask simple questions to clarify understanding of instruction or information Interact effectively with other staff members
Numeracy	<ul style="list-style-type: none"> Measure materials Monitor operations

Unit Mapping Information			
Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR1007X Participate effectively in a workplace environment	FBPOPR1007 Participate effectively in a workplace environment	Application of unit clarified Minor changes to Performance Criteria Foundation skills refined Performance Evidence and Knowledge Evidence clarified Minor changes to Assessment Conditions	Equivalent unit

Links	Companion Volumes, including Implementation Guides, are available at VETNet: https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4
--------------	---

TITLE	Assessment requirements for FBPOPR1007X Participate effectively in a workplace environment
Performance Evidence	
<p>An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.</p> <p>There must be evidence that the individual has participated effectively in at least one workplace environment, including:</p> <ul style="list-style-type: none"> • identifying and accessing information on conditions of employment and workplace policies and procedures • following safe work practices • communicating effectively with others in the workplace. 	
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"> • workplace structure and key personnel • rights and responsibilities of employees as defined in employment conditions • enterprise policies and procedures relating to work responsibilities, including areas covered by legislation and related responsibilities • appropriate personal conduct in a work area, including: <ul style="list-style-type: none"> • minimum clothing and personal hygiene standards when entering and moving around the work environment in order to protect both employees and product safety • behaving appropriately towards others in the work area • health and safety hazards and controls • industrial representation arrangements • site security arrangements, including responsibility to report when coming on and off site • site layout, including main facilities, such as canteens, parking areas, storage areas, processing and packing areas, and location of emergency exits and assembly areas • the main products/product range produced in the workplace • stages and processes used to manufacture and package products • personal reporting roles and responsibilities. 	
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"> • a workplace or an environment that accurately represents workplace conditions • resources, equipment and materials: <ul style="list-style-type: none"> • site maps • specifications: <ul style="list-style-type: none"> • advice on work roles and responsibilities • advice on workplace policies, codes of practice, procedures, structure and personnel • advice on conditions of employment and entitlements • relationships: <ul style="list-style-type: none"> • supervisor <p>Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.</p>	
Links	<p>Companion Volumes, including Implementation Guides, are available at VETNet: https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4</p>