

Modification history

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

FWPCOT3XXX	Access, capture and communicate forestry field data using mobile devices
Application	<p>This unit of competency describes the skills and knowledge required to set up and use mobile or handheld devices such as a smartphone, personal digital assistant (PDA), portable media player, electronic organiser or data logger, for accessing, capturing, processing, exchanging and storing forestry field data. This unit includes setting up mobile devices, selecting and using forestry applications on mobile devices, transferring data to and from mobile devices and optimising the performance of mobile devices.</p> <p>The unit applies to individuals who work in forestry field operations in a forest or plantation setting.</p> <p>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.</p> <p>No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.</p>
Prerequisite Unit	Nil
Unit Sector	Forest Growing and Management Harvesting and Haulage

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. Set up and customise mobile device	1.1 Review work order, workplace health and safety, environmental protection and emergency procedures to determine job requirements and, where required, seek clarification from appropriate personnel 1.2 Identify and report hazards according to workplace health and safety requirements to maintain safe work practices 1.3 Identify types, features, uses and limitations of mobile devices used in forestry field operations 1.4 Access mobile network according to workplace procedures 1.5 Prepare, set up and configure mobile device for use according to manufacturer and workplace procedures 1.6 Select, use and customise interface features and settings to meet needs and improve efficiency according to manufacturer and workplace procedures 1.7 Comply with workplace mobile device acceptable use policies
2. Select and use forestry applications and files on mobile device	2.1 Select forestry-related applications and files on mobile device 2.2 Identify file formats appropriate for mobile devices 2.3 Use software or tools to prepare or convert files to appropriate format for mobile devices 2.4 Input forestry data using touch screen, stylus, keypad and voice command accurately into a mobile device 2.5 Download and complete work-related forms and documentation 2.6 Create text files, including notes and email, and graphic files, including sound recording, image and video capture, on mobile device 2.7 Apply workplace procedures for checking quality and accuracy of data captured on mobile device 2.8 Organise, store and retrieve data efficiently on a mobile device according to workplace procedures

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
3. Transfer data to and from mobile devices	3.1 Identify the types of secure connection methods used between devices 3.2 Transfer information to and from mobile devices using secure connection procedures 3.3 Synchronise mobile device data with source data according to workplace procedures 3.4 Recognise copyright and other constraints on the use and transfer of information 3.5 Follow workplace procedures for maintaining security of information when using mobile device
4. Optimise performance of mobile device	4.1 Identify factors that can affect performance of mobile device in forestry settings 4.2 Apply techniques to optimise performance of mobile device according to manufacturer instructions and workplace procedures 4.3 Apply fault-finding procedures to identify and solve routine problems with mobile device according to manufacturer instructions and workplace procedures 4.4 Recognise limits of own knowledge and skill in relation to mobile devices and when required source expert advice on mobile device and associated applications according to workplace procedures

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
Reading	<ul style="list-style-type: none"> Read manufacturer and workplace instructions on use and operation of mobile devices
Writing	<ul style="list-style-type: none"> Record routine text information related to forestry operations using mobile applications
Oral Communication	<ul style="list-style-type: none"> Ask questions to clarify instructions or information on use of mobile devices
Numeracy	<ul style="list-style-type: none"> Record routine numerical information related to forestry operations, using mobile applications Recognise numerical and mathematical symbols used on mobile devices and forestry applications

Unit Mapping Information			
Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT3XXX Access, capture and communicate forestry field data using mobile devices	Not applicable	New unit	No equivalent unit

Links	Companion Volumes, including Implementation Guides, are available at VETNet: https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47
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TITLE	Assessment requirements for FWPCOT3XXX Access, capture and communicate forestry field data using mobile devices
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:</p> <ul style="list-style-type: none"> • configured and effectively operated a mobile device to access, capture and communicate forestry field data on four occasions according to a work order or work instructions • applied two strategies to optimise performance of mobile device in a forestry setting. 	

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"> • procedures for accessing mobile network <ul style="list-style-type: none"> • connection protocols • VOIP • SMS • procedures for setting up mobile device: <ul style="list-style-type: none"> • charging battery • password and login • SIM card • new connection • network settings • types, features and procedures for using mobile devices – smartphone, tablet, PDAs, laptop computers • types of mobile applications used to access, capture and communicate workplace and forestry data <ul style="list-style-type: none"> • proprietary • open source • forestry company-specific • procedures for identifying version of mobile applications and checking for correct version • procedures for accessing forestry-related mobile applications and files • basic procedures for using mobile devices to record workplace and forestry data <ul style="list-style-type: none"> • entering text • recording GPS coordinates • loading and downloading files • capturing sound, video and images • using name, date and filing conventions • factors influencing mobile device performance <ul style="list-style-type: none"> • battery life • application and file use • device maintenance • network availability • interference • procedures for optimising mobile device performance <ul style="list-style-type: none"> • carry out routine maintenance • Bluetooth or Wi-Fi turned off when not in use • closing applications after use • battery management • types of forestry data collected on mobile devices <ul style="list-style-type: none"> • inventory • quality assurance • survival rates • hazards • site preparation • plantation boundaries • residue assessment 	

Knowledge Evidence
<ul style="list-style-type: none"> • special values • reasons and procedures for ensuring accuracy and quality of forestry data captured on mobile devices • common problems associated with use of mobile devices and mobile applications in forestry settings • mobile device acceptable use policies • procedures for data security • sources of expert advice on mobile devices and associated applications <ul style="list-style-type: none"> • help menus • operator manual • follow on-screen help • use diagnostic tools and wizards • forestry company IT specialists

Assessment Conditions
<p>Assessment of the skills in this unit of competency 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 forestry or plantation setting • resources, equipment and materials: <ul style="list-style-type: none"> • mobile device • access to forestry-related mobile applications and files • specifications: <ul style="list-style-type: none"> • access to work order or instruction detailing activities to be carried out by operator that require use of mobile device • access to workplace policies and procedures which cover current Work Health and Safety Acts or Occupation Health and Safety Acts, regulations and related industry standards and codes of practice applicable to use of mobile devices • access to workplace policies and procedures which cover current Environment Protection Acts, regulations and related industry standards and codes of practice applicable to use of mobile devices • access to production plan • access to workplace safety and environmental protection plans • access to site emergency procedure • access to workplace acceptable use policies for mobile device • access to user manual for mobile device. <p>Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.</p>

Links	Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47
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