

**Modification history**

Release	Comments
Release 1	This version released with PPM Pulp and Paper Manufacturing Training Package Version 3.0

PPMIND2XX	Work effectively in the pulp and paper industry
<b>Application</b>	<p>This unit of competency describes the skills and knowledge required to work in a pulp and paper manufacturing facility and with other personnel by integrating industry and employment knowledge and organisational policies and procedures into daily work activities.</p> <p>The unit applies to individuals who work in operational roles in the pulp and paper manufacturing industry under general supervision and guidance from others.</p> <p>No licensing, legislative or certification requirements apply to this unit at the time of publication.</p>
<b>Prerequisite Unit</b>	Nil
<b>Unit Sector</b>	Pulp and Paper Industry (IND)

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. Identify the industry and organisational context	1.1 Identify structure, marketplace and key future trends of Australian and global pulp and paper industry 1.2 Identify structure and function of organisation 1.3 Identify supply chain and key products produced 1.4 Evaluate impacts of emerging products and markets, technology changes, work processes and environmental issues on organisation and work practices 1.5 Distinguish between roles and responsibilities of key staff within organisational structure 1.6 Identify own role and tasks requirements within operational team
2 Source information on employment rights and pathways in pulp and paper industry	2.1 Identify sources that provide current information on employee and employer rights and responsibilities 2.2 Interpret key information on individual responsibilities for anti-discrimination, harassment and equal employment opportunity 2.3 Interpret information on specific employment arrangements for current role 2.4 Source information on skill and knowledge requirements for own and related roles in pulp and paper manufacturing industry 2.5 Identify own existing skills and the additional skills required for career pathway opportunities
3. Work within organisational requirements	3.1 Identify and comply with organisation quality standards and workplace policies and procedures in relation to own work responsibilities 3.2 Participate in quality work practices according to workplace procedures 3.3 Seek advice and guidance from supervisors to ensure quality and workplace requirements are met 3.4 Work within own role boundaries and cooperatively as part of team to maximise efficiency and quality of work team outcomes 3.5 Recognise faults and hazards in workplace practices and report or take remedial actions according to level of responsibility 3.6 Follow workplace communication and reporting requirements

<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>
4. Apply safe and sustainable work practices	4.1 Identify workplace and pulp and paper manufacturing industry hygiene, work health and safety and environmental hazards and risk controls that apply to own role 4.2 Identify and comply with health and safety and environmental workplace and regulatory requirements 4.3 Identify and report health and safety hazards and environmental issues or breaches according to workplace requirements 4.4 Participate in safety drills to prepare for the event of an incident or accident

DRAFT

<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>
Reading	<ul style="list-style-type: none"> <li>Interpret key information from information sources, workplace procedures, safety signs and other workplace documentation</li> </ul>
Writing	<ul style="list-style-type: none"> <li>Complete documentation for work tasks and reporting requirements using clear language and industry terminology in the required format</li> </ul>
Oral communication	<ul style="list-style-type: none"> <li>Ask questions and actively listen to clarify workplace instructions and procedures</li> <li>Report faults and hazards and other information using clear language and industry terminology</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>
PPMIND2XX Work effectively in the pulp and paper industry	N/A	The unit has been created to address a skill or task required by industry that is not covered by an existing unit.	Newly created

<b>Links</b>	Companion Volumes, including Implementation Guides, are available at VETNet: [ <a href="https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=12998f8d-d0ac-40bc-a69e-72a600d4fd93">https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=12998f8d-d0ac-40bc-a69e-72a600d4fd93</a> ].
--------------	--

<b>TITLE</b>	<b>Assessment requirements for PPMIND2XX Work effectively in the pulp and paper industry</b>
<b>Performance Evidence</b>	
<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, as an employee of the pulp and paper industry, has</p> <ul style="list-style-type: none"> <li>• researched the key structure, characteristics and future developments of the Australian and global pulp and paper manufacturing industry</li> <li>• identified structure, key products and personnel of organisation</li> <li>• identified and confirmed work role and tasks</li> <li>• described own employment rights and responsibilities</li> <li>• identified at least one training opportunity to increase skills for own work role</li> <li>• completed at least three daily work tasks following quality and workplace procedures and health and safety practices</li> <li>• responded to at least two different simulated incidents or emergencies.</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>• scope and nature of the pulp and paper manufacturing industry, including: <ul style="list-style-type: none"> <li>• Australian and global comparisons</li> <li>• structure, characteristics and its sectors</li> <li>• contribution to Australia's economy and regional communities</li> <li>• differences between imported and Australian paper products</li> </ul> </li> <li>• challenges faced by the industry, including: <ul style="list-style-type: none"> <li>• climate change</li> <li>• fossil fuel impacts</li> </ul> </li> <li>• current and emerging best practices of sustainability and innovation of the pulp and paper manufacturing industry, including: <ul style="list-style-type: none"> <li>• sustainable forest management</li> <li>• biomanufacturing, processes, biomass derived products and bioenergy</li> <li>• energy and water efficiency and emissions</li> <li>• recycling, recovered paper and fibre and de-inking</li> </ul> </li> <li>• organisational structure, supply chain and products produced and roles and responsibilities within the organisation</li> <li>• sources and key aspects of employment rights and responsibilities, including anti-discrimination and equal employment opportunities</li> <li>• industry awards or relevant enterprise agreements for pulp and paper manufacturing employees as relevant to job role</li> <li>• pulp and paper manufacturing job roles and employment and training opportunities</li> <li>• organisational quality standards and workplace procedures relating to work role and tasks</li> <li>• organisational communication and reporting procedures</li> <li>• housekeeping and personal hygiene good practices and industry and organisational requirements to prevent contamination</li> <li>• industry specific, workplace and environmental safety hazards, and methods used for risks identification</li> <li>• safe work methods and practices used to comply with organisational and legislative requirements</li> <li>• environmentally sustainable practices used to comply with organisational and legislative requirements</li> <li>• organisational requirements and procedures for identifying and reporting risks and hazards.</li> </ul>	
<b>Assessment Conditions</b>	
<p>Assessment of the skills in this unit of competency 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 a pulp or paper manufacturing facility or an environment that accurately represents workplace conditions</li> </ul> </li> </ul>	

<b>Assessment Conditions</b>	
<ul style="list-style-type: none"><li>• resources, equipment and materials:<ul style="list-style-type: none"><li>• resources used to source information on pulp and paper manufacturing industry, employment and pathways</li></ul></li><li>• specifications:<ul style="list-style-type: none"><li>• workplace procedures relating to work tasks, quality, work health and safety and environmental requirements</li></ul></li><li>• relationships:<ul style="list-style-type: none"><li>• team members and supervisor.</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.gov.au/Pages/TrainingDocs.aspx?q=12998f8d-d0ac-40bc-a69e-72a600d4fd93">https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=12998f8d-d0ac-40bc-a69e-72a600d4fd93</a> .

DRAFT