

**Modification history**

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 8.0.

FWPTMM4XXX	Plan for and coordinate timber product assembly
<b>Application</b>	<p>This unit of competency describes the skills and knowledge required to manage the assembly of timber products. This involves planning assembly schedules, coordinating product assembly, evaluating production processes and identifying process improvements.</p> <p>The unit applies to individuals who supervise product assembly in a wood products work environment.</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 licensing, legislative 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 (TMM)

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 for implementing timber product assembly operations	1.1 Review production orders, construction plans, workplace health and safety requirements, environmental protection practices and emergency procedures to plan assembly of timber products 1.2 Identify and report hazards and use personal protective equipment according to workplace requirements and health and safety legislation to maintain safe work practices 1.3 Identify requirements for pre-cut timber components, hardware componentry and jigs, check availability and monitor supply 1.4 Plan and document timber product assembly schedules and communicate to operators according to workplace procedures 1.5 Explain construction plans and assembly techniques to operators
2. Coordinate timber 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 a 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 a designated area for storage or despatch and transportation 2.5 Direct processes for rejecting and disposing of sub-standard assembled products according to environmental protection practices 2.6 Obtain production output details from operators and complete and maintain operating logs and assembly records according to workplace procedures 2.7 Investigate and record major processing problems and equipment faults and resolve or report to appropriate personnel

<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>
3. Evaluate timber product 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 the potential to improve assembly operations 3.3 Document recommended process improvements and communicate to appropriate personnel according to workplace procedures

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<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>
Oral communication	<ul style="list-style-type: none"> <li>Use effective interpersonal communication skills to interact with culturally and linguistically diverse work teams to ensure effective assembly operations</li> </ul>
Numeracy	<ul style="list-style-type: none"> <li>Complete calculations to determine material amounts required to satisfy production orders</li> <li>Interpret statistical data on production and quality</li> <li>Input numerical data into routine production records involving dimensions and quantities tallied against work orders</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>
FWPTMM4XXX Plan for and coordinate timber product assembly	FWPCOT4203 Plan and coordinate product assembly	Updated unit title; Minor edits to Elements, Performance Evidence, Knowledge Evidence and Assessment Conditions; Updated Foundation Skills and	Equivalent unit

<b>Links</b>	Companion Volumes, including Implementation Guides, are available at VETNet: <a href="https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47">https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47</a>
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<b>TITLE</b>	<b>Assessment requirements for FWPTMM4XXX Plan for and coordinate timber product assembly</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 has planned and managed one production run for the assembly of a timber product selected from the following list according to production order, construction plan and workplace health and safety requirements:</p> <ul style="list-style-type: none"> <li>• pallets</li> <li>• crates</li> <li>• trellises</li> <li>• trusses</li> <li>• frames</li> <li>• stairs</li> <li>• doors</li> <li>• windows</li> <li>• prefabricated timber building systems.</li> </ul> <p>In performing this task, the individual has:</p> <ul style="list-style-type: none"> <li>• determined, documented and communicated assembly schedules for the product assembly operation</li> <li>• assessed production output during the assembly operation for: <ul style="list-style-type: none"> <li>• speed and efficiency of operation</li> <li>• quality finish</li> <li>• dimensional consistency</li> </ul> </li> <li>• monitored, assessed and modified schedules in response to changing circumstances</li> <li>• completed operating logs and assembly records</li> <li>• completed a detailed report about systematic issues arising during assembly operation regarding processes, construction plans, componentry and equipment, and recommended actions 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>• health and safety hazards or risks related to assembling timber products as identified through risk assessments, manufacturer technical information, regulations and industry health and safety guides</li> <li>• workplace procedures specific to planning and coordinating timber product assembly: <ul style="list-style-type: none"> <li>• health and safety, including the use of personal protective equipment (PPE) and emergency response</li> <li>• environmental protection practices for disposing of, recycling and reusing timber</li> <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>• operational capacity of equipment used to assemble timber products</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 timber product 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 timber product assembly processes in relation to complying with time and product quality parameters</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> </ul> </li> </ul>	

<b>Knowledge Evidence</b>	
<ul style="list-style-type: none"> <li>process improvement reports.</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 workplace or an environment that accurately represents workplace conditions</li> </ul> </li> <li>resources, equipment and materials: <ul style="list-style-type: none"> <li>tools, equipment and assembly hardware used to assemble timber products</li> <li>PPE suitable for coordinating timber assembly production lines</li> <li>pre-cut sections of timber</li> </ul> </li> <li>specifications: <ul style="list-style-type: none"> <li>templates for recording timber product assembly issues and recommendations for improvements</li> <li>production order for quantities and types of assembled timber products</li> <li>construction plan with specifications for assembling timber products</li> <li>workplace procedures for planning and coordinating product assembly, including health and safety and emergency procedures and environmental protection procedures.</li> </ul> </li> <li>relationships: <ul style="list-style-type: none"> <li>work team to undertake product assembly.</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>	<p>Companion Volumes, including Implementation Guides, are available at VETNet:  <a href="https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47">https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47</a></p>