



Australian Government

RIIBEF201D Plan and organise work

Release: 2

RIIBEF201D Plan and organise work

Modification History

Release	Comment
1	This unit replaces RIIBEF201B Plan and organise work.
2	Performance Criteria numbering corrected. Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Application

This unit describes a participant's skills and knowledge required to plan and organise work in the Resources and Infrastructure Industries.

This unit is appropriate for those working in operational roles.

Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

Elements and Performance Criteria

1. Plan and prepare for work	<p>1.1 Access, interpret and apply site policy and procedure documentation and ensure the work activity is compliant</p> <p>1.2 Identify, read, clarify and confirm employment conditions, responsibilities and obligations</p> <p>1.3 Obtain, interpret, clarify, confirm and apply work instructions</p> <p>1.4 Plan work from an analysis of the required outcomes, work procedures, available time, resource requirements and known priorities</p> <p>1.5 Inspect and prepare work areas in coordination with others</p> <p>1.6 Select appropriate tools, plant and equipment, check for serviceability and rectify and report any faults</p> <p>1.7 Identify and safely handle resources and materials</p> <p>1.8 Identify and apply environmental protection requirements from the Environmental Management Plan and/or regulation</p>
2. Sequence work safely	<p>2.1 Read and interpret work plan to ensure tasks are performed in a timely manner in a logical, safe and efficient sequence</p> <p>2.2 Complete in writing compliance documentation and/or reports</p>
3. Resolve problems	<p>3.1 Identify problems with work processes and make improvement suggestions</p> <p>3.2 Modify work processes to suit changing circumstances, after consultation with relevant personnel</p> <p>3.3 Report problems in a timely manner to relevant personnel</p>
4. Clean up	<p>4.1 Clear and clean work area, store tools and equipment</p> <p>4.2 Correctly dispose of materials including recyclables</p> <p>4.3 Clean, check and maintain machinery, tools and equipment</p> <p>4.4 Document in writing and report issues to machinery, tools and equipment</p>

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit. Further information is available in the Resources and Infrastructure Industry Training Package Companion Volume.

Unit Mapping Information

RIIBEF201B Plan and organise work

Links

SkillsDMC RII Companion Volumes - <http://www.skillsdmc.com.au/>