Modification history

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| Release | Comments |
| Release 1 | This version released with FBP Food, Beverage and Pharmaceuticals Training Package version 2.0. |

| FBPVIT3xx1 | Coordinate vineyard operations |
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| Application | This unit of competency describes the skills and knowledge required to coordinate vineyard operations in a range of day-to-day activities in areas such as harvesting, nursery, pruning or canopy management.  The unit applies to individuals who work under broad direction and take responsibility for their own work and that of others under their control.  No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.  All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace. |
| Prerequisite Unit | Nil |
| Unit Sector | Viticulture (VIT) - People |

| Elements | Performance Criteria |
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| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
| 1. Prepare to coordinate vineyard activities | 1.1 Interpret and confirm work instructions and identify potential WHS hazards and controls in accordance with workplace procedures  1.2 Select and use personal protective clothing and equipment relevant to the job role  1.3 Identify and clarify activity goals and performance requirements with supervisor  1.4 Identify tasks required to achieve performance requirements  1.5 Ensure appropriate personnel required are available  1.6 Ensure materials and equipment are available and ready |
| 2. Coordinate vineyard activities | 2.1 Confirm work targets, timelines and processes to achieve activity goals and performance requirements  2.2 Allocate individual work tasks and roles to ensure activity goals and performance requirements are met  2.3 Instruct workers and contractors according to workplace procedures  2.4 Monitor activities to ensure quality is maintained to workplace requirements  2.5 Monitor performance against timelines and production requirements  2.6 Identify, rectify or report barriers to achieving targets and performance requirements |
| 3. Complete coordination of vineyard activities | 3.1 Monitor activities to ensure compliance with relevant workplace procedures on completion, shutdown and waste disposal  3.2 Conduct work to comply with workplace environmental guidelines  3.3 Debrief personnel according to workplace procedures  3.4 Record workplace information according to workplace procedures |

| Foundation Skills  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. | |
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| Skill | Description |
| Reading | * Reads and interprets instructions, specifications, and other documentation from a variety of sources and consolidates information to determine requirements |
| Writing | * Accurately records and completes organisational documents using clear language and correct spelling, grammar and terminology |
| Numeracy | * Interprets numerical information relating to specifications, targets and schedules |
| Oral Communication | * Effectively participates in verbal exchanges using collaborative and inclusive techniques including active listening and questioning and reading of verbal and non-verbal signals to convey and clarify information when coordinating activities |
| Navigate the world of work | * Complies with explicit policies and procedures. * Explores and implements where identified the implicit expectations of policies and procedures |
| Interact with others | * Uses a limited range of accepted practices for communicating in a work environment |
| Get the work done | * Plans and implements routine tasks and workload making limited decisions on sequencing, timing and collaboration, seeks assistance in setting priorities * Responds to predictable routine problems and implements standard or logical solutions * Deals with personal conflict issues and identifies common behaviours that contribute to conflict * Uses the main features and functions of digital tools to identify and apply information in wine industry operations * Recognises and acts on opportunities for continuous improvement in accordance with workplace practices |

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| Unit Mapping Information | | | |
| Code and title current version | Code and title previous version | Comments | Equivalence status |
| FBPVIT3xx1 Coordinate vineyard operations | Not applicable | New unit | No equivalent unit |

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

| FBPVIT3xx1 | Assessment requirements for FBPVIT3xx1 Coordinate vineyard operations |
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| Performance Evidence | |
| An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.  There must be evidence that the individual has coordinated vineyard operations in at least two different instances with a team of people, including:   * complying with work health and safety requirements * determining activities required of the vineyard processes and individuals in order to meet performance targets * allocating activities and monitoring their implementation * providing team leadership and instruction for vineyard personnel * identifying and resolving performance issues * completing workplace records. | |

| Knowledge Evidence |
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| 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:   * workplace planning processes: * planning and scheduling vineyard activities * personnel requirements: * equipment and materials required * location * transport * timing * environmental conditions * other vineyard activities * quality and quantity requirements * vineyard work health and safety (WHS) hazards and controls * vineyard environmental issues and controls * team leadership communication principles and strategies * procedures for monitoring and reporting on individual and team performance * monitoring vineyard activities: * compliance with workplace, environmental and quality procedures * individual and team performance * achievement of targets, timelines and performance requirements * team members’ learning needs * instructing individuals and groups * providing feedback to individuals and groups * resolving conflicts * competency identification and training arrangements * conflict resolution and problem-solving strategies * taking corrective action in response to out-of-specification results or non-compliance * recognising, correcting and reporting problems and anomalies * maintaining workplace records. |

| Assessment Conditions |
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| Assessment of skills must take place under the following conditions:   * physical conditions: * a workplace or an environment that accurately represents workplace conditions * resources, equipment and materials: * personal protective clothing and equipment * vineyard equipment, services and corresponding information * products and materials required for vineyard work * documentation and recording requirements and procedures * specifications: * work procedures, including advice on company practices, safe work practices, quality and environmental requirements * instructions, information, specifications and schedules * relationships (internal and/or external): * small work groups or teams to coordinate   Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards. |

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