Modification history

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| Release | Comments |
| Release 2 | This version released with FWP Forest and Wood Products Training Package Version 4.0.  Version created to update health and safety requirements, clarify intent of unit in application and update foundation skills. |
| Release 1 | This version replaces equivalent unit FPICOT4203B Plan and coordinate product assembly, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2.  This is the first release of this unit in the new standards format. |

| UNIT CODE | FWPCOT4203 Plan and coordinate product assembly |
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| Application | This unit of competency describes the outcomes required to manage operational logistics for the assembly of timber products. Work involves responsibilities in planning assembly schedules for operators, monitoring and evaluating processes and problems to determine and recommend improvements.  The unit applies to individuals who work as production supervisors in timber manufacturing facilities. They generally demonstrate autonomy, judgement and limited responsibility in known or changing contexts and within established parameters.  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.  No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication. |
| Prerequisite Unit | Nil |
| Unit Sector | Timber Manufactured Products  Sawmilling and Processing  Wood Panel and Board Production |

| 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. Plan assembly operations | 1.1 Review production orders, construction plans, workplace health and safety requirements, environmental protection practices and emergency procedures to plan assembly of products  1.2 Identify and report hazards and use personal protective equipment (PPE) in line with 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 and check availability and monitor supply  1.4 Plan and document product assembly schedules and communicate to operators in line with workplace procedures  1.5 Explain construction plans and assembly techniques to operators |
| 2. Coordinate 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 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 designated area for storage or despatch and transportation  2.5 Direct processes for rejecting and disposing of sub-standard assembled products in line with environmental protection practices  2.6 Obtain production output details from operators and complete and maintain operating logs and assembly records in line with workplace procedures  2.7 Investigate and record major processing problems and equipment faults and resolve or report to appropriate personnel |
| 3. Evaluate 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 potential to improve assembly operations  3.3 Document recommended process improvements and communicate to appropriate personnel in line with 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 |
| Numeracy | * complete calculations to determine: * material amounts required to satisfy production orders * assembly schedules considering human and equipment resource capacity * complete routine production records involving dimensions and quantities tallied against work orders |
| Navigate the world of work | * source, collect and organise data to inform product assembly schedules and process improvement |
| Interact with others | * take responsibility for coordinating a team of operators for effective assembly operations |
| Get the work done | * take responsibility for planning and organising own workload * consider how to schedule different production jobs |

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| Unit Mapping Information | | | |
| Code and title current version | Code and title previous version | Comments | Equivalence status |
| FWPCOT4203 Plan and coordinate product assembly | FWPCOT4203 Plan and coordinate product assembly | Updated workplace health and safety requirements, clarified intent of unit in application and updated foundation skills | 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=0d96fe23-5747-4c01-9d6f-3509ff8d3d47> |

| TITLE | Assessment requirements for FWPCOT4203 Plan and coordinate product assembly |
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| Performance Evidence | |
| An individual demonstrating competency must satisfy all of the elements, performance criteria and foundation skills of this unit. There must be evidence that, on at least one occasion, the individual has:   * planed and coordinated product assembly operations for production jobs in line with different production and construction plans for each job and workplace health and safety requirements * determined, documented and communicated assembly schedules for each of the above jobs * assessed production output during assembly operations, for each of the above production jobs, for: * speed and efficiency of operations * quality finish * dimensional consistency * monitored, assessed and modified schedules in response to changing circumstances within each of the above production jobs * completed operating logs and assembly records for each of the above production jobs * completed a detailed report about systematic issues arising across the jobs covering problems with processes, construction plans, componentry and equipment including recommendations for process improvements. | |

| 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:   * 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 * workplace procedures specific to planning and coordinating product assembly: * health and safety * communication reporting lines for operator team members and self * documenting assembly schedules and reports * recording and reporting systematic equipment faults * environmental protection practices for forest products factory settings: * reducing water and energy use * disposing of, recycling and reusing timber * operational capacity of equipment used to assemble products with particular emphasis on nail plate presses * typical flow of material supply in and out of the assembly area * typical assembly sequences and range of techniques used to assemble timber products * methods of determining assembly schedules to: * maximise equipment and labour use * meet customer and production orders within deadlines * methods used to: * assess assembly processes for ability to meet schedules and quality of outcomes * diagnose and analyse systematic problems with construction plans, componentry and equipment * format, content and use of: * construction plans * assembly schedules * operating logs and assembly records * process improvement reports. |

| Assessment Conditions |
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| Assessment of skills must take place under the following conditions:   * physical conditions: * skills must be demonstrated in an environment that accurately represents workplace conditions * resources, equipment and materials: * tools, equipment and assembly hardware used to assemble timber products * personal protective equipment suitable for coordinating timber assembly production lines * pre-cut sections of timber * specifications: * templates for recording timber product assembly issues and recommendations for improvements * production order for quantities and types of assembled timber products * construction plan with specifications for assembling timber products * workplace procedures for planning and coordinating product assembly including health and safety and emergency procedures and environmental protection procedures * relationships: * a team of operators with whom the individual can interact.   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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