

Modification history

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

FBPPPL3003	Participate in improvement processes
Application	<p>This unit of competency describes the skills and knowledge required to participate in performance improvement processes that involve systematic analysis of performance to identify and propose opportunities for improvement.</p> <p>The unit applies to individuals who work under broad direction and have scope to investigate and participate in improvement processes, where structured analysis and investigation is required.</p> <p>No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.</p>
Prerequisite Unit	Nil
Unit Sector	People, Planning and Logistics (PPL)

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 opportunities for improvement	1.1 Identify barriers to good practice or optimal performance 1.2 Define scope of issue or problem to be addressed
2. Identify information requirements	2.1 Identify data required to investigate improvement opportunity 2.2 Select appropriate data collection methods 2.3 Identify additional resources available to support investigation
3. Analyse the issue or problem	3.1 Select and apply techniques required to investigate nature of issue or problem 3.2 Assess the detail of the issue or problem 3.3 Identify and appraise possible causes 3.4 Determine and assess options for improvement
4. Recommend options for improvement	4.1 Consolidate and clarify preferred options 4.2 Present recommendations in formats appropriate to the issue and the audience 4.3 Ensure recommendations are consistent with data collected and analyses
5. Participate in implementing improvement proposals	5.1 Support improvement trials 5.2 Evaluate and refine improvement proposals against organisational objectives 5.3 Contribute to the development of new operating procedures or processes 5.4 Implement and communicate operating procedures or processes to reflect improved practices 5.5 Monitor improvement in performance

Foundation Skills	
<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>	
Skill	Description
Oral communication	<ul style="list-style-type: none"> Use clear language and concepts, and tone and pace, appropriate for the audience and purpose when discussing and communicating improvements
Get the work done	<ul style="list-style-type: none"> Respond to predictable routine problems and implement standard or logical solutions

Unit Mapping Information			
Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPPL3003 Participate in improvement processes	FDFPPL3001A Participate in improvement processes	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent	Equivalent unit

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

TITLE	Assessment requirements for FBPPPL3003 Participate in improvement processes
Performance Evidence	
<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 actively participated in processes to improve work outcomes on at least two different occasions, including:</p> <ul style="list-style-type: none"> • planning investigation and data collection methods • developing objectives and parameters for investigation • collecting and analysing data and evidence to test ideas • presenting improvement plans with evidence to support rationale • implementing and monitoring improvement processes • ensuring improvement plans reflect overall organisational objectives. 	
Knowledge Evidence	
<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"> • objectives to be addressed by improvement proposals, including quality, work health and safety, environmental management, cost, efficiency and job satisfaction • the context in which improvement occurs, including capital expenditure and labour budgets, equipment capacity and production targets • workplace improvement processes • data collection and analysis techniques appropriate to the nature of the improvement opportunity and the workplace • communication techniques to support data collection, consultation and teamwork required to participate in improvement processes • problem solving strategies • resources required to support investigation, including: <ul style="list-style-type: none"> • internal and external resources • negotiating access to resources • identifying expertise • recognising improvement requirements in team members • the importance of providing and gaining feedback • issues that may occur in a culturally diverse workforce. 	
Assessment Conditions	
<p>Assessment of skills must take place under the following conditions:</p> <ul style="list-style-type: none"> • physical conditions: <ul style="list-style-type: none"> • skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace • resources, equipment and materials: <ul style="list-style-type: none"> • information storage and retrieval systems • specifications: <ul style="list-style-type: none"> • relevant technical information and personnel resources • relevant workplace documentation • relationships (internal and/or external): <ul style="list-style-type: none"> • opportunities to interact with others. <p>Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.</p>	
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