Modification history

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 7.0.

FWPFGM5XXX	Implement forest management certification scheme
Application	This unit of competency describes the skills and knowledge required to implement and comply with the requirements of a forest management certification scheme as part of forest growing and management activities. The unit applies to individuals who are responsible for the implementation of forest management certification schemes. 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 or certification requirements apply to this unit at the time of publication.
Prerequisite Unit	Nil
Unit Sector	Forest Growing and Management (FGM)

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Confirm forest management certification scheme requirements	1.1 Identify key requirements of forest management certification scheme 1.2 Clarify the relationship between the forest management certification and chain of custody certification components of the forest certification scheme
2. Comply with forest management certification system requirements	2.1 Review forest management certification scheme requirements 2.2 Confirm period of certification and standards which must met to achieve and maintain certification 2.3 Identify and implement actions to address corrective actions identified by the certifying body 2.4 Coordinate audit of forest management certification scheme to minimise non-compliance 2.5 Report incidents of non-compliance and required remedial actions to appropriate personnel according to workplace requirements
3. Monitor implementation of forest management certification scheme	3.1 Incorporate audit recommendations into the forest management certification scheme improvement plan to rectify non-compliances and improve processes 3.2 Contribute to continuous improvement process to ensure scheme remains effective 3.3 Prepare information on operation of scheme and disseminate to relevant internal and external personnel according to scheme communication plan 3.4 Periodically prepare reports on operation of scheme identifying operational problems and disseminate to relevant internal and external personnel 3.5 Prepare reports on any identified breaches of compliance and disseminate to relevant internal and external personnel

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.	
Skill	**Description**
Reading	• Interpret complex and sometimes unfamiliar written information to ensure compliance with the certification system
Writing	• Prepare comprehensive reports on the outcomes of audit activities
Oral communication	• Provide clear, unambiguous instructions on the certification system and its requirements to the full scope of organisational employees
Numeracy	• Interpret complex and sometimes unfamiliar statistical and graphical information to ensure compliance with the certification system

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPFGM5XXX Implement forest management certification scheme	FWPCOT5206 Implement forestry chain of custody certification system	Redesigned unit that includes content from FWPCOT5206 Implement forestry chain of custody certification system and FWPCOT6202 Develop and manage a forestry chain of custody certification process	Not equivalent
FWPFGM5XXX Implement forest management certification scheme	FWPCOT6202 Develop and manage a forestry chain of custody certification process	Redesigned unit that includes content from FWPCOT5206 Implement forestry chain of custody certification system and FWPCOT6202 Develop and manage a forestry chain of custody certification process	Not equivalent

Links	Companion Volumes, including Implementation Guides, are available at VETNet: https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47

TITLE	Assessment requirements for FWPFGM5XXX Implement forest management certification scheme

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 all processes for one internal forest management certification scheme audit, including:
    - preparation of all required documents
    - responding to audit reports and providing clear evidence of remedial actions taken for non-compliant issues
    - preparing a written report on audit outcomes.

Knowledge Evidence

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:
- forest certification:
    - purpose
    - benefits
    - forest management certification standards
    - procedures for gaining certification
    - schemes operating in Australia
- purpose and key content and of the Illegal Logging Prohibition Act 2012 or superseding law
- purpose and key content of the current Forest Management Certification and Chain of Custody standards applicable in Australia
- forest certification bodies and systems:
    - Forestry Stewardship Council
    - Responsible Wood Certification Scheme
    - Programme for the Endorsement of Forest Certification
- industry and workplace standards for managing the traceability of certification system documents
- format, content and use of documents and registers used for certification, audit and quality purposes, including:
    - timber source documents
    - quality records
    - numbering and labelling documents
- internal audit processes, including:
    - purpose of internal audits
    - scheduling requirements for audits
    - role of internal auditors
    - process for preparing and presenting required documents
    - requirements for and methods of responding to non-compliances and process improvements identified by audit
- workplace and legal requirements for reporting incidents of non-compliance
- format, content and use of the following plans and reports:
    - audit reports
    - system improvement plans
    - reports on system operation
    - reports on breaches of compliance.
- workplace standards, requirements, policies and procedures for implementing forestry certification systems.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:
- physical conditions:
    - skills must be demonstrated in a forest work environment or an environment that accurately represents workplace conditions

Assessment Conditions

•   resources, equipment and materials:
    •   computers, keyboards, printers and
    •   reference materials related to forest certification system including standards and previous reports
•   specifications:
    •   workplace policies and procedures for implementing a forestry certification system.
 	
Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links	Companion Volumes, including Implementation Guides, are available at VETNet: https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47