

**Modification history**

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

<b>FWPFGM4XXX</b>	<b>Manage people practices in a forestry contractor business</b>
<b>Application</b>	<p>This unit of competency describes the skills and knowledge required to manage people practices in a forestry contractor business, including complying with legislative employment requirements, applying the principles of a fair, just and leadership culture, and managing the employee lifecycle.</p> <p>The unit applies to individuals who manage and operate forestry contractor businesses.</p> <p>No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.</p>
<b>Prerequisite Unit</b>	Nil
<b>Unit Sector</b>	

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1.1 Assess business compliance with requirements of Australian employment law	1.1 Identify the sources of employment law and the role of key regulatory institutions 1.2 Identify the relevance of key provisions of the Fair Work Act 2009 (Cth) to forestry contractor businesses 1.3 Outline the key features of and difference between employment contracts, awards and registered agreements 1.4 Identify the pay and conditions of work for employees in a forestry contractor business and check for compliance with relevant employment agreements, awards and legislation 1.5 Review policies, procedures and supporting documentation for all forms of employee separation and termination of a forestry contractor business for compliance with legislative requirements 1.6 Review policies, procedures and supporting documentation relating to workplace discrimination and bullying and harassment of a forestry contractor business for compliance with legislative requirement 1.7 Identify potential consequences of non-compliance with Australian employment law 1.8 Identify sources of advice and ways of maintaining ongoing compliance with Australian employment law
2. Create a fair and just culture in a forestry contractor business	2.1 Identify the values, beliefs and behaviours of a forestry contractor business and the role they play in shaping the organisational culture of the business 2.2 Identify the key features and principles of a fair and just organisational culture 2.3 Assess strategies for creating a fair and just organisational culture in a forestry contractor business 2.4 Identify the responsibilities of business owners, managers and employees in creating and maintaining a fair and just organisational culture 2.5 Apply the principles of a fair and just culture in making decisions when employees have acted in ways that are inconsistent with the values and policies of the forestry contractor business

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
3. Manage employee lifecycle in a forestry contractor business	3.1 Identify the key stages in employee lifecycle in a forestry contractor business 3.2 Establish a succession plan for a forestry contractor business 3.3 Review recruitment and onboarding policies, procedures and supporting documentation of a forestry contractor business and assess options for improving the efficiency and effectiveness of existing processes 3.4 Review staff training and development policies, procedures and supporting documentation of a forestry contractor business and assess options for improving efficiency and effectiveness of existing processes 3.5 Review staff retention and separation policies, procedures and supporting documentation of a forestry contractor business and assess options for the improving efficiency and effectiveness of existing processes 3.6 Identify sources of advice on managing employee lifecycle in a forestry contractor business
4. Provide leadership and management in a forestry contractor business	4.1 Model high standards of performance and ethical behaviour in operating a forestry contractor business 4.2 Provide leadership, direction and guidance to the staff members of a forestry contractor business 4.3 Manage and monitor team performance in a forestry contractor business 4.4 Review performance management policies, procedures and supporting documentation of a forestry contractor business and assess options for improving the efficiency and effectiveness of existing processes 4.5 Plan, implement and monitor change management strategies within a forestry contractor business 4.6 Identify sources of advice on leading and managing a forestry contractor business

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
Reading	<ul style="list-style-type: none"> <li>Read complex texts and industry materials in print and electronic form to gather information related to people practices in forestry contractor businesses</li> </ul>
Writing	<ul style="list-style-type: none"> <li>Prepare complex written documents including policy and procedures for forestry contractor businesses</li> </ul>
Oral Communication	<ul style="list-style-type: none"> <li>Ask and respond to questions to clarify information and represent viewpoints to others on routine and non-routine matters related to the people practices of forestry contractor businesses</li> <li>Use appropriate technical language to describe activities in the forest and wood products industry</li> </ul>
Numeracy	<ul style="list-style-type: none"> <li>Interpret complex numerical and graphical information related to planning and reviewing people practices of forestry contractor businesses</li> </ul>

<b>Unit Mapping Information</b>			
<b>Code and title current version</b>	<b>Code and title previous version</b>	<b>Comments</b>	<b>Equivalence status</b>
FWPFGM4XXX Manage people practices in a forestry contractor business	Not applicable	New unit	Not applicable

  

<b>Links</b>	Companion Volumes, including Implementation Guides, are available at VETNet: <a href="https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47">https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47</a>
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TITLE	Assessment requirements for FWPFGM4XXX Manage the business operations of a forestry contractor business
<b>Performance Evidence</b>	
<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 on one occasion:</p> <ul style="list-style-type: none"> <li>• reviewed the employment policies and procedures of one forestry contractor business for compliance with the key provisions of the Fair Work Act 2009 (Cth)</li> <li>• applied the principles of a fair and just culture in making decisions concerning employees who have acted in ways that are inconsistent with values and policies of the forestry contractor business</li> <li>• established a succession plan for one forestry contractor business</li> <li>• reviewed either the recruitment, onboarding, development, retention or separation policies, procedures and supporting documentation of one forestry contractor business and assessed options for improving the efficiency and effectiveness of the existing arrangements</li> <li>• managed and monitored the performance of one team in a forestry contractor business in relation to the planning and implementation of one major work task</li> <li>• established a change management strategy for one forestry contractor business.</li> </ul>	
<b>Knowledge Evidence</b>	
<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"> <li>• employment law <ul style="list-style-type: none"> <li>• sources of employment law</li> <li>• role of key regulatory institutions</li> <li>• key provisions of the Fair Work Act 2009 (Cth) and relevance to forestry contractor businesses</li> <li>• 1key features of employment contracts, awards and registered agreements</li> <li>• way determining pay and conditions of work for employees in a forestry contractor business as defined in employment agreements, awards and legislation</li> <li>• legislative requirements related to employee separation and termination</li> <li>• legislative requirements related to workplace discrimination and bullying and harassment</li> <li>• consequences of non-compliance with Australian employment law</li> <li>• sources of advice and ways of maintaining ongoing compliance with Australian employment law</li> </ul> </li> <li>• fair and just culture <ul style="list-style-type: none"> <li>• ways of identify, documenting and communicating the values, beliefs and behaviours of the forestry contractor business</li> <li>• role of values, beliefs and behaviours shape organisational culture</li> <li>• key features and principles of a fair and just organisational culture</li> <li>• strategies for creating a fair and just organisational culture in a forestry contractor business</li> <li>• responsibilities of business owners, managers and employees in creating and maintaining a fair and just organisational culture</li> <li>• techniques and tools for make fair and just decisions regarding employee behaviour</li> </ul> </li> <li>• employee lifecycle <ul style="list-style-type: none"> <li>• stages in employee lifecycle in forestry contractor business - attraction, recruitment, onboarding, development, retention, separation</li> <li>• reasons for and approaches to succession planning</li> <li>• reasons for and approaches to managing recruitment and onboarding</li> <li>• reasons for and approaches to managing staff training and development</li> <li>• reasons for and approaches to managing staff retention and separation</li> <li>• sources of advice on managing employee lifecycle in a forestry contractor business</li> </ul> </li> <li>• leadership and management of forestry contractor businesses <ul style="list-style-type: none"> <li>• features of leadership and management</li> <li>• ways of model high standards of performance and ethical behaviour</li> <li>• communication methods, communication barriers and strategies to improve workplace communication</li> </ul> </li> </ul>	

<b>Knowledge Evidence</b>	
<ul style="list-style-type: none"> <li>• qualities of effective teams</li> <li>• approaches to managing team performance</li> <li>• methods of monitoring team performance</li> <li>• feedback models</li> <li>• reasons for and approaches to giving and receiving feedback from employees</li> <li>• reasons for and approaches to performance management</li> <li>• reasons for change in forestry contractor businesses and ways of planning, implementing and monitoring change management strategies.</li> </ul>	
<b>Assessment Conditions</b>	
<p>Assessment of the skills in this unit of competency must take place under the following conditions:</p> <ul style="list-style-type: none"> <li>• physical conditions: <ul style="list-style-type: none"> <li>• skills must be demonstrated in a forest work environment or an environment that accurately represents workplace conditions</li> </ul> </li> <li>• resources, equipment and materials: <ul style="list-style-type: none"> <li>• access to information on the person practices of a forestry contractor company</li> <li>• online access to reference materials related to the person practices of forestry contractor businesses</li> </ul> </li> <li>• specifications: <ul style="list-style-type: none"> <li>• access to Commonwealth and State legislation and regulations, codes of practice and industry guidelines relevant to the person practices of forest contractors.</li> </ul> </li> </ul> <p>Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.</p>	
<b>Links</b>	<p>Companion Volume implementation guides are found in VETNet -  <a href="https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47">https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47</a></p>