

## Modification history

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 8.0.

<b>FWPCOT3XXX</b>	<b>Develop knowledge of chain of custody certification requirements for forest and wood products</b>
<b>Application</b>	<p>This unit of competency describes the skills and knowledge required to recognise the purpose of chain of custody certification in the wood and forest products industry, identify workplace chain of custody policy, procedures and documentation and check for potential non-compliance with certification requirements in own area of work.</p> <p>The unit applies to operational staff who are engaged in forest and wood product procurement, processing, sales and distribution operations.</p> <p>No licensing, legislative or certification requirements apply to this unit at the time of publication.</p>
<b>Prerequisite Unit</b>	Nil
<b>Unit Sector</b>	Common Technical (COT)

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. Recognise purpose of chain of custody certification	1.1 Recognise relationship between forest management certification and chain of custody certification 1.2 Identify meaning and objectives of chain of custody certification 1.3 Identify chain of custody certification body and chain of custody certification scheme relevant to own workplace
2. Confirm workplace chain of custody procedures relevant to own job role	2.1 Recognise basic components of chain of custody system and personnel responsible for coordination of chain of custody processes in own workplace 2.2 Identify chain of custody workplace procedures relevant to own job role 2.3 Identify types and purpose of chain of custody documentation relevant to own job role 2.4 Identify product groups covered by certification system relevant to job role 2.5 Confirm types, uses and meanings of chain of custody logos, trademarks and labels
3. Identify chain of custody compliance requirements relevant to own job role	3.1 Confirm chain of custody compliance requirements relevant to own job role 3.2 Check supplier and other documentation relevant to own job role for compliance with chain of custody compliance requirements 3.3 Complete chain of custody documentation and records relevant to own job role 3.4 Identify potential areas of non-compliance with chain of custody requirements relevant to own job role 3.5 Identify workplace procedures for responding to incidents of non-compliance with chain of custody certification requirements.

<b>Foundation Skills</b>	
<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>	
<b>Skill</b>	<b>Description</b>
Reading	<ul style="list-style-type: none"> <li>Read workplace policies and procedures relevant to chain of custody</li> </ul>
Writing	<ul style="list-style-type: none"> <li>Complete chain of custody documentation relevant to work role</li> </ul>
Oral Communication	<ul style="list-style-type: none"> <li>Use appropriate vocabulary including technical language to report incidents of non-compliance with chain of custody certification arrangements</li> </ul>
Numeracy	<ul style="list-style-type: none"> <li>Interpret numeric and graphical information in checking documentation for compliance with chain of custody requirements</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>
FWPCOT3XXX Develop knowledge of chain of custody certification requirements for forest and wood products	Not applicable	The unit has been created to address a skill or task required by industry that is not covered by an existing unit.	New unit

<b>Links</b>	Companion Volumes, including Implementation Guides, are available at VETNet: <a href="https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47">https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47</a>
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<b>TITLE</b>	<b>Assessment requirements for FWPCOT3XXX Develop knowledge of chain of custody certification requirements for forest and wood products</b>
<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:</p> <ul style="list-style-type: none"> <li>identified the chain of custody certification body and chain of custody certification scheme relevant to own workplace</li> <li>identified workplace chain of custody procedures relevant to own work</li> <li>identified and confirmed the meaning of one chain of custody logo, trademark or label relevant to own work</li> <li>checked two workplace documents relevant to own work for compliance with chain of custody requirements</li> <li>identified one product group covered by certification system relevant to job role</li> <li>identified one potential non-compliance with chain of custody requirements relevant to own work and identified appropriate follow up action.</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>purpose of chain of custody certification</li> <li>relationship between forest management certification and chain of custody certification</li> <li>objectives of chain of custody certification</li> <li>basic components of chain of custody system: <ul style="list-style-type: none"> <li>system for sourcing, purchasing, acquiring and receipting certified materials including certification at product level, due diligence and illegal logging</li> <li>system for handling certified material such as arrangements for keeping certified materials separated from non-certified materials</li> <li>system for providing certified material to customers</li> <li>compliance requirements</li> </ul> </li> <li>title, purpose and basic content of chain of custody certification standards</li> <li>social, economic and environmental benefits of chain of custody for forest and wood products industry, enterprises, consumers</li> <li>chain of custody workplace procedures relevant to job role</li> <li>types of material – certified, neutral and other</li> <li>chain of custody implementation methods - physical separation method, percentage-based method and credit method</li> <li>type and purpose of chain of custody workplace documentation relevant to job role</li> <li>product groups relevant to job role</li> <li>types, meaning and uses of chain of custody logos, trademarks and labels</li> <li>chain of custody record keeping requirements relevant to job role</li> <li>purpose of chain of custody audits.</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 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>samples of chain of custody workplace documentation relevant to wood and forest products industry</li> <li>chain of custody certification labels and logos relevant to wood and forest products industry</li> </ul> </li> <li>specifications:</li> </ul>	

<b>Assessment Conditions</b>	
<ul style="list-style-type: none"><li>• workplace chain of custody certification policy and procedures</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>	Companion Volume implementation guides are found in VETNet: <a href="https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47">https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47</a>

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