Modification history

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

| FBPPPL3001 | Participate in improvement processes |
| --- | --- |
| Application | 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.The unit applies to individuals who work under broad direction, take responsibility for their own work, and have scope to investigate and participate in improvement processes where structured analysis and investigation is required to participate in improvement programs.No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.  |
| Prerequisite Unit | Nil |
| Unit Sector | People, Planning and Logistics (PPL) |

| Elements | Performance Criteria |
| --- | --- |
| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
| 1. Identify opportunities for improvement | 1.1 Identify barriers to good practice or optimal performance1.2 Define scope of issue or problem to be addressed |
| 2. Identify information requirements | 2.1 Identify data required to investigate improvement opportunity2.2 Select appropriate data collection methods2.3 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 problem3.2 Assess the detail of the issue or problem3.3 Identify and appraise possible causes3.4 Determine and assess options for improvement |
| 4. Recommend options for improvement | 4.1 Consolidate and clarify preferred options4.2 Present recommendations in formats appropriate to the issue and the audience4.3 Ensure recommendations are consistent with data collected and analyses |
| 5. Participate in implementing improvement proposals | 5.1 Support improvement trials5.2 Evaluate and refine improvement proposals5.3 Contribute to the development of new operating procedures or processes5.4 Implement and communicate operating procedures or processes to reflect improved practices5.5 Monitor improvement in performance |

| Foundation SkillsThis 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 |
| Oral communication | * Uses clear language and concepts, and tone and pace, appropriate for the audience and purpose when discussing and communicating improvements
 |
| Get the work done | * Responds to predictable routine problems and implements standard or logical solutions
 |

|  |
| --- |
| Unit Mapping Information |
| Code and title current version | Code and title previous version | Comments | Equivalence status |
| FBPPPL3001 Participate in improvement processes | FDFPPL3001A Participate in improvement processes | Updated to meet Standards for Training PackagesMinor changes to Performance Criteria for clarity | 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 FBPPPL3001 Participate in improvement processes |
| --- | --- |
| 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 actively participated in processes to improve work outcomes on at least two different occasions, including:* 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 |
| --- |
| 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:* 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
* resources available to the workplace to support improvement processes, including both internal and external resources
* 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:
* 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 |
| --- |
| Assessment of skills must take place under the following conditions: * physical conditions:
* skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
* resources, equipment and materials:
* information storage and retrieval systems
* specifications:
* relevant technical information and personnel resources
* relevant workplace documentation
* relationships (internal and/or external):
* opportunities to interact with others.

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.education.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4 |