

SKILL SETS PROJECT FOR THE COMMUNICATION AND PROMOTION OF SKILL SETS IN TRAINING PACKAGES

Progress Report Three

ForestWorks Industry Skills Council
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Improving industry's capacity to develop and maintain a skilled workforce

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Executive Summary

This report summarises what has occurred in Stage Three of the Skill Sets Project – Communication and Promotion - within the Forest and Forest Products Training Package FPI05.

Stage Three as outlined in Schedule 1 requires ForestWorks to:

- I.5.1 Update website information
- I.5.2 Place Skill Set information in newsletter
- I.5.3 Promote the Skill Sets to industry associations
- I.5.4 New Material
- I.5.5 Customised Material

Introduction

In June 2008 ForestWorks Industry Skills Council signed an agreement with Department of Education, Employment and Workplace relations (DEEWR) to identify, develop, communicate and promote Skill Sets in the Forest and Forest Products Training Package FPI05.

This agreement was a result of the decision by the National Quality Council (NQC) in June 2006 when the acknowledgement of Skill Sets was approved and COAG requirements were noted to include skills clusters within national Training Packages.

ForestWorks Industry Skills Council undertook the *Skill Sets Project for the Communication and Promotion of Skill Sets in Training Packages* and is guided by the key principles for Training Package Development and Endorsement:

- Open and inclusive industry-driven maintenance, validation and endorsement of Training Packages
- Strong and clear stakeholder roles with critical points of intervention and consultation
- Continuous improvement with full Training Package reviews required
- Highly responsive process capable of meeting industry's needs and priorities for new skills
- Industry Skills Councils' responsibility and accountability for the quality and relevance of Training packages.

Along with the 7 sectors of the forest, wood and timber products, ForestWorks Industry Skills Council supports the inclusion of Skill Sets in Training Packages and the formal recognition given to these skill clusters that meet skill, regulatory or licensing needs of industry.

As ForestWorks did not commence operating as an Industry Skills Council until April 2008, work did not formally commence on Stage 1 of the project until October 2008.

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Sawmilling and Processing Sector

Skill Set – Timber drying

The following 2 Skill Sets were agreed to and supported by industry. Support was gained through at state ITAB meetings, provider networks and via email. Feedback on the Skill Sets was collated via email from industry, government and industry associations and was also requested via the ForestWorks website. The request for feedback was accompanied by the Skill Set brochure as developed in Stage 1.

Skill Set for a Softwood timber dryer

Target Group:	This is a Skill Set for people who need to work as a softwood timber dryer in the sawmilling and processing sector of the forest and forest products industry.
Unit	Complete 3 units of competency: FPICOT3248A Start up and shutdown steam boiler or FPICOT3250A Start up and shutdown heat plant FPICOT3249A Operate and monitor steam boiler or FPICOT3251A Operate and monitor heat plant FPISAW3206A Dry softwood
Pathway	These units provide credit towards FPI30205 Certificate III in Sawmilling and Processing.
Suggested words for Statement of Attainment	This Skill Set from the FPI05 Forest and Forest Products Training Package meets the industry requirements for those aiming to work as a softwood timber dryer.

Skill Set for a Hardwood timber dryer

Target Group:	This is a Skill Set for people who need to work as a hardwood timber dryer in the sawmilling and processing sector of the forest and forest products industry.
Unit	Complete 3 units of competency: FPICOT3248A Start up and shutdown steam boiler or FPICOT3250A Start up and shutdown heat plant FPICOT3249A Operate and monitor steam boiler or FPICOT3251A Operate and monitor heat plant FPISAW3205A Dry hardwood
Pathway	These units provide credit towards FPI30205 Certificate III in Sawmilling and Processing.
Suggested words for Statement of Attainment	This Skill Set from the FPI05 Forest and Forest Products Training Package meets the industry requirements for those aiming to work as a hardwood timber dryer.

The Skill Sets were posted as the drafts on the ForestWorks website. Feedback was requested by 8th April 2009. Industry, RTOs and ITABs were emailed a draft copy of the Skill Sets and the Skill Set Brochure (developed in Stage One) and were also requested to submit feedback.

Harvesting and Haulage Sector

Skill Set – Mechanical harvesting

To meet the licensing requirements of the states and territories for harvesting operators, 10 Skill Sets were identified. These 10 Skill Sets have been developed to meet the Forest Growing and Management Sector's harvesting need to have trained people in place to undertake forest and plantation operation work and at the same time meet any states and territories harvesting operators licensing requirements. The Skill Sets will meet licensing needs and be in place for the planned 2010 harvesting program in the Green Triangle.

The 10 Skill Sets were agreed to and supported by industry. Feedback on the Skill Sets was gained via email from industry, government and industry associations and was also requested via the ForestWorks website. The request for feedback was accompanied by the Skill Set brochure as developed in Stage One.

The Skill Sets are:

- Skill Set for a crawler/dozer operator
- Skill Set for a skidder operator
- Skill Set for a loader operator
- Skill Set for a forwarder operator
- Skill Set for a feller buncher operator
- Skill Set for a boom delimeter operator
- Skill Set for a excavator operator
- Skill Set for a mechanical processor operator
- Skill Set for a single grip operator
- Skill Set for a heavy production mobile chipper operator

The skills set for a crawler/dozer operator is included below. This Skill Set shows what the other 9 Skill Sets look like, the only difference between each Skill Set being the actual processor.

Skill Set for a Crawler/dozer operator

Target Group:	Those wishing to work as a timber harvesting mechanical processor operator in a commercial forest operation.
Unit	<ul style="list-style-type: none"> • FPICOR3201A Implement safety, health and environment policies and procedures or FPICOR2203A Follow environmental care procedures <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> • FPICOR2205A Follow OHS policies and procedures • HLTFA301B Apply first aid • FPICOR2204A Follow fire prevention procedures • BSBFLM312B Contribute to team effectiveness • FPIHAR3215A Conduct a heavy production mobile chipper operations
Pathway	These units contribute to FPI30205 Certificate III in Harvesting and Haulage.
Suggested words for Statement of Attainment	These competencies meet the industry requirements for operating a heavy production mobile chipper and may meet some state and territory regulatory requirements for gaining a licence as a heavy production mobile chipper operator.

Refer to the ForestWorks website to view the 10 Mechanical Harvesting Skill Sets
<http://www.forestworks.com.au/topics/6795.html>

Progress Report Three requested information:

I.5.1 Analysis of information provided on the website

As reported in Report One, the website information was designed to raise awareness of Skill Sets and to encourage industry to be involved in the development of the Skill Sets.

The information available on the ForestWorks website was the same as that developed in the brochure with the addition of examples showing how Skill Sets might look. The background to Skill Sets and an acknowledgement of the funding provided by DEEWR for the *Skill Sets Project for the Communication and Promotion of Skill Sets in Training Packages* is also included on the website.

See website at <http://www.forestworks.com.au/topics/5748.html>

Project Reports One and Two are also posted on the website.

Both the brochure and the website information have been updated over the last 6 months to reflect the actual Skill Sets being developed for the harvesting and haulage and sawmilling and processing sectors.

The Skill Set information on the website has ensured easy access for industry and training providers. It has been used to refer to when requests for information on Skill Sets has been received. As a result of this information the industry and training providers have a better understanding of Skill Sets.

The website also promotes and invites feedback on the Skill Sets. There has been minimal feedback via the website Issues Register. Most of the feedback from industry and RTOs has been provided after personal contact via email or telephone.

I.5.2 Information provided in the newsletter

The Timber drying and the Mechanical harvesting skill sets have been and will continue to be promoted to industry and RTOs through *ForestWorks Skills Update* which is emailed to industry, associations, employee groups and RTOS on a regular basis.

Examples of the information provided in the newsletter are as follows:

- Skills Update - Edition 6, May 2009
- ForestWorks Project identified Skill Set requirements
 - The [Skills Sets project](#) has identified potential new Skill Sets in these sectors:
 - Timber drying - four Skill Sets have been identified.
 - Mechanical harvesting – 7/10 Skill Sets have been identified.
 - These Skill Sets will be posted on the ForestWorks website and emailed to stakeholders for feedback in the near future. [Learn More!](#)
- Skills Update - Edition 9, December 2008
- Skill Sets – your expertise is wanted!

The national training system now has processes in place to identify specific Skill Sets within our skill standards and allow for formal recognition of them. Your involvement in a Sector Advisory Group is sought. Please visit the [ForestWorks website: \[www.forestworks.com.au/topics/5748.html\]\(http://www.forestworks.com.au/topics/5748.html\)](#) for more information on Skills Sets and how you can contribute to their development or contact mholmes@forestworks.com.au to participate.

In addition to the newsletter information, the ForestWorks home page has featured notices in the **Latest News** highlighting the project and encouraging industry people to be involved in the development and communication of Skill Sets.

I.5.3 Promotion of Skill Sets to industry associations

Skills sets have been mainly promoted to industry associations via email. When industry, industry associations, employee groups and RTOs were directly emailed requesting feedback on the Skill Sets being developed, the Skill Sets brochure was attached to each email.

In forums, that included industry association members, when the Skill Sets project was reported on or explained, reference was made to the website and the brochure thus ensuring that the Skill Sets were being promoted to and understood by the associations.

The Skill Sets were also promoted via the ITAB provider networks, via direct email, website promotion and at meetings wherever there is an RTO presence. Skill Sets is an agenda item at the July 2009 Conference of Australian Timber Trainers Association (ATTA) and ForestWorks.

To date Skill Sets have been promoted at industry meetings including:

- ForestWorks Skills and Employment Council
- Victorian and NSW ITAB Meetings
- National ITAB Meeting
- Victorian Providers Network Meeting

I.5.4 New materials developed

Written resources to support the timber drying and the mechanical harvesting Skill Sets are an integral part of the communication and promotion phase of the project.

A Skill Set Implementation Guide is currently being developed for the following Skill Sets:

- Skill Set for a softwood timber dryer
- Skill Set for a hardwood timber dryer
- Skill Set for a crawler/dozer operator
- Skill Set for a skidder operator
- Skill Set for a loader operator
- Skill Set for a forwarder operator
- Skill Set for a feller buncher operator
- Skill Set for a boom delimeter operator
- Skill Set for an excavator operator
- Skill Set for a mechanical processor operator
- Skill Set for a single grip harvester operator
- Skill Set for a heavy production mobile chipper operator.

See Attachment A as an example of the Skills Set Implementation Guide for Enterprises and RTOs. This guide covers the Skill Set for a softwood timber dryer.

I.5.5 Customised materials developed

No customised material has been developed.

Attachment A

SKILL SET IMPLEMENTATION GUIDE FOR ENTERPRISES AND RTOS

Skill Set	Softwood Timber Drying
Units of competency	<p>Complete 3 units of competency</p> <p>FPICOT3249A Operate and monitor a steam boiler or FPICOT3251A Operate and monitor a heat plant</p> <p>FPICOT3248A Start up and shut down a steam boiler or FPICOT3250A Start up and shut down a heat plant</p> <p>FPISAW3206B Dry softwood</p>
Skill Set description	<p>This unit specifies the industry standard outcomes required to work as a softwood timber dryer in the sawmilling and processing sector of the forest and forest products industry.</p>
Skill level	<p>This skills set is aligned to AQF Certificate III and involves application of skills and knowledge at a tradesperson level. On successful completion of this Skill Set the person will receive a Statement of Attainment listing the units completed. The successful completion of the Skill Set will provide credit towards FPI30205 Certificate III in Sawmilling and Processing.</p>
Learning time	<p>It is anticipated that 40 hours of structured learning and at least 60 hours of application in the workplace will be required to impart and assess the essential skills and knowledge for this Skill Set.</p> <p>There are no prerequisites for this Skill Set, however it is recommended that the person first completes a site induction program.</p>
Learning strategies	<p>Some suggested learning strategies for this unit include:</p> <ul style="list-style-type: none"> • Demonstration and application of hazard identification and risk assessment processes, in on-the-job or simulated situations • Demonstration and supervised practice of boiler operations and softwood drying procedures, in on-the-job or simulated situations • Appointing a skilled colleague to be a mentor or coach • Training room delivery of underpinning knowledge and theory, using a variety of written activities, discussion, assignments, case studies, faulty samples • Website searches for relevant technical information • Practical projects in timber drying methods • Solving problems in simulated situations
Employability skills	<p>Employability skills are “non-technical” skills that contribute to an individual’s effective participation in the workforce. There are eight employability skills that are embedded in this unit and should be incorporated into the training program:</p> <ol style="list-style-type: none"> 1. Communication skills: sufficient to receive and communicate work information and to access, understand and report operational information related to drying softwood 2. Teamwork skills: sufficient to work safely and cooperatively with others 3. Problem solving skills: sufficient to conduct a risk assessment and to respond appropriately to operational problems and faults 4. Initiative and enterprise skills: sufficient to identify opportunities for

Skill Set	Softwood Timber Drying
	<p>improvements to work practices</p> <ol style="list-style-type: none"> 5. Planning and organising skills: sufficient to plan for softwood drying operations and to organise and check necessary equipment 6. Self-management skills: sufficient to plan own work to optimise outcomes 7. Learning skills: sufficient to improve skills and knowledge of self and others 8. Technology skills: sufficient to operate and maintain a steam boiler or heat plant and apply timber knowledge to drying operations
Resources	<ul style="list-style-type: none"> • Organisational policies and standard operating procedures (SOPs) • Learner Guide for FPISAW3206A Dry softwood (available from www.forestworks.com.au) • Boiler manufacturer's handbook/specifications/operating instructions • FIAPS Assessment Plan(s) for this Skill Set (from www.forestworks.com.au) Safe Work Australia Council website www.ascc.gov.au • A variety of resources are available from your state Workcover authority: <ul style="list-style-type: none"> www.wst.tas.gov.au www.worksafe.nt.gov.au www.workcover.vic.gov.au www.workcover.nsw.gov.au www.deir.qld.gov.au/workplace/ www.workcover.sa.gov.au www.commerce.wa.gov.au/WorkSafe • Environmental care information available from the Department of Agriculture, Fisheries and Forestry at www.daff.gov.au/forestry

Skill Set	Softwood Timber Drying
<p>Learning objectives</p>	<p>At the end of the training program, learners should be able to:</p> <ul style="list-style-type: none"> • Identify and comply with OHS, environmental and organisational requirements relevant to operating a steam boiler or heat plant, including start up and shut down, and drying softwood • Identify and describe softwood timber characteristics and defects • Select equipment and PPE required for the work and check operational effectiveness • Prepare timber racks for drying, and visually assess for quality and faults • Apply numeracy skills to measure and compare moisture content and record information • Load racks in kiln and position baffles and blankets • Monitor and control kiln conditions to effectively dry and recondition softwood • Unload kiln and de-stack timber correctly • Safely follow end point procedures including kiln entry and removal of moisture probes • Safely load and unload concrete weights • Redistribute timber on site using designated equipment, and dispose of sub-standard material • Efficiently operate a steam boiler in accordance with statutory requirements and standard operating procedures • Apply principles of combustion and boiler operation including heat transfer, steam properties, boiler purging, water quality testing • Effectively start, monitor and shut down a steam boiler or heat plant in accordance with statutory requirements and standard operating procedures • Maintain and store a steam boiler or heat plant in accordance with statutory requirements and workplace standard operating procedures • Effectively hand over operation of a steam boiler or heat plant to other personnel • Store, record and handle boiler/plant house chemicals in accordance with statutory requirements • Apply problem solving techniques to rectify drying problems.
<p>Assessment strategies</p>	<p>A combination of <i>formative assessment</i> (progressive over the learning period) and <i>summative assessment</i> (at the completion of learning) is recommended. Industry preferred strategies include:</p> <ul style="list-style-type: none"> • Written or oral questioning of underpinning knowledge about boiler operation and softwood drying requirements • Projects, written or verbal presentations on softwood drying • Progressive completion of a workbook or skills practice log • Observation/demonstration of specified practical tasks in a controlled environment • Observation/demonstration of standard operational procedures on-the-job or in a simulated environment • Achievement of quality and production outcomes from timber drying operations

Skill Set	Softwood Timber Drying
	<ul style="list-style-type: none"> • Maintenance records for boiler • Written reports from supervisors or colleagues on consistency and standard of work performance over time.
<p>Critical evidence for competence</p>	<p>The candidate must provide evidence that they can:</p> <ul style="list-style-type: none"> • Comply with any applicable licensing or certification requirements. • Carry out all work in accordance with applicable OHS and environmental legislative and regulatory requirements and codes of practice. • Effectively communicate and work safely with others in the work area. • Efficiently dry softwood to enterprise standards and specifications. • Effectively conduct kiln operations. • Identify and respond to drying problems. • Safely carry out all boiler operations including preparing, starting up, monitoring, shutting down, maintaining and storing a steam boiler or heat plant in accordance with statutory requirements and workplace standard operating procedures. • Identify and respond to boiler/plant problems. • Carry out boiler/plant handover procedures in accordance with workplace standard operating procedures. • Maintain accurate workplace records.

A copy of the complete Units of Competency for this Skill Set can be downloaded from www.ntis.gov.au or www.training.gov.au.