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# Editorial Report

by Jana Scomazzon relating to

FPI11 Forest and Forest Products  
Training Package (Version 1)  
(November 2011)

Client

Lee-Anne Bowles  
ForestWorks

Material reviewed

FPI11 Version 1

DEEWR Editorial Panellist

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Dear Lee-Anne

Thank you for the opportunity to provide editorial services in relation to FPI11 Forest and Forest Products Training Package (Version 1), commissioned by you on behalf of ForestWorks.

I hereby confirm that the draft units of competency and qualifications meet the agreed requirements for editing set out in Section 2 of the *Editorial Report* enclosed.

I wish you success with the remaining process.

Best regards




**Jana Scmazzon**

## EDITORIAL REPORT FROM JANA SCOMAZZON

### SECTION 1 DETAILS OF DRAFT TRAINING PACKAGE COMPONENTS

INFORMATION REQUIRED	DETAIL
Training Package title and code	FPI11 Forest and Forest Products Training Package (Version 1)
Number of new or revised qualifications or total number if a whole Training Package review	<b>9 qualifications:</b> FPI20111 Certificate II in Forest Growing and Management FPI20211 Certificate II in Harvesting and Haulage FPI20311 Certificate II in Sawmilling and Processing FPI20411 Certificate II in Wood Panel Products FPI30111 Certificate III in Forest Growing and Management FPI30211 Certificate III in Harvesting and Haulage FPI30311 Certificate III in Sawmilling and Processing FPI30411 Certificate III in Wood Panel Products FPI60111 Advanced Diploma of Forest Industry Sustainability
Number of new or revised units or total number if a whole Training Package review	<b>14 units of competency:</b> FPICOT2236 Fall trees manually (basic) FPICOT2240 Cut materials with a pole saw FPICOT3255 Apply silvicultural principles FPICOT3256 Apply biodiversity protection principles FPICOT3257 Follow cultural heritage requirements FPICOT3258 Comply with soil and water protection FPICOT3259 Operate a four-wheel drive vehicle on unsealed roads FPICOT3260 Recover four-wheel drive vehicles FPIFGM3212 Fall trees manually (intermediate) FPIFGM3213 Fall trees manually (advanced) FPIFGM3214 Operate a four-wheel drive vehicle in a towing situation FPIFGM3215 Perform complex four-wheel drive operations FPIHAR3220 Harvest trees manually (intermediate) FPIHAR3221 Harvest trees manually (advanced)
Sampling size of units	Sampling was not undertaken. This editorial report relates to all the units of competency and qualifications detailed above.
Summary of comments including a definitive	<b>Qualifications</b>

<p><b>statement on whether the draft endorsed components meet the requirements in Section 2</b></p>	<p>The 9 FPI11 qualifications reviewed meet flexibility policy requirements with regard to the ratio of core and electives and the number of units available for selection outside the qualification.</p> <p><b>Units of competency</b></p> <p>The 14 units of competency comply with Training Package Development Handbook requirements.</p> <p>The holistic quality assurance panellist will note that FPIHAR2202A Harvest trees manually (basic) has been deleted from FPI and its content combined with the FPIFGM2208A Fall trees manually (basic) in the new unit FPICOT2236 Fall trees manually (basic). This editor queried why similar rationalisation had not been done between the fall trees and harvest trees units at intermediate and advanced levels. The ISC advised that the technical advisory group had identified that at the basic level (2) unit tasks were the same and so could be combined into one core technical unit but that at the intermediate and advanced levels the skills diverged into specific technical requirements of each sector.</p> <p>In addition, a few minor formatting matters were noted in the material reviewed:</p> <ul style="list-style-type: none"> <li>• A range of formatting anomalies, like double headings, irregular margins, inconsistent element and PC numbering, which remain in the material given that the content of this document will be cut and pasted into training.gov.</li> <li>• Word automatic styles are not used consistently in the units of competency. As a result there is further variation in the layout and formatting, evident in such things as there being no space between the numbering of the performance criteria and the text in some units.</li> </ul> <p>It is the opinion of this editor that the above matters do not impede the reviewed draft endorsed components from being considered as having met the agreed requirements for editing set out in Section 2 below.</p>
<p><b>Person completing the Editorial Report and organisation</b></p>	 <p>Jana Scomazzon, LTG Pty Ltd</p>
<p><b>Date completed</b></p>	<p>7 November 2011</p>

## SECTION 2 EDITORIAL CHECKLIST OF DRAFT TRAINING PACKAGE COMPONENTS

EDITORIAL REQUIREMENTS	COMMENTS
<b>GENERAL INFORMATION</b>	
1 Draft endorsed components have been <b>proofread</b> and <b>edited</b> against Training Package Development Handbook policy by the ISC/developer prior to the formal editorial review.	Yes
2 Draft components are compliant with the <b>most recent CAT template</b> OR are in the format agreed between the developer and the Department (check confirmation of agreement if the latter).	Yes
3 Training Package information is <b>sequenced correctly and is complete</b> .	N/A as only the 14 units and 9 qualifications were reviewed
4 Training Package <b>code (and review date if NQC Endorsement required)</b> is included and confirmed with ISC as being correct.	N/A
5 Preliminary pages and 'Introduction' include: <ul style="list-style-type: none"> <li>a. Information on <b>changes from the previous Training Package and transition information</b>, i.e. mapping table</li> <li>b. A modification history</li> <li>c. A description of specific Training Package industry coverage.</li> </ul>	N/A
6 Information on qualifications suitable for <b>VET in schools</b> is included in the Qualification Framework section.	N/A
7 Information on <b>Australian Apprenticeships</b> is included in the Qualification Framework section.	There is reference to Australian Apprenticeships in each of the reviewed qualifications.

EDITORIAL REQUIREMENTS	COMMENTS
<b>ASSESSMENT GUIDELINES</b>	
8 Has any additional industry specific information/ examples been added to the mandatory Assessment Guidelines text? Is this consistent with the mandatory text?	N/A
<b>UNITS OF COMPETENCY</b>	
9 <b>Unit codes and titles</b> are consistent with Training Package Development Handbook policy, and are accurately cross-referenced throughout the mapping documents, packaging rules, Index and any reference to pre or co-requisite units.	Yes These units comply with the recent policy directive not to include unit code version identifiers. As a result, ForestWorks has included a unit modification field at the outset of each unit to assist in the transfer of information to training.gov.
10 Units of competency and their <b>content</b> are <b>inserted in full</b> , including any imported units of competency.	Yes

EDITORIAL REQUIREMENTS	COMMENTS
<p>11 Units of competency have <b>all necessary components</b>, including:</p> <ul style="list-style-type: none"> <li>• Unit descriptor (including licensing/regulatory advice)</li> <li>• Employability skills</li> <li>• Pre-requisite units (optional)</li> <li>• Application of the competency</li> <li>• Competency field (optional)</li> <li>• Sector (optional)</li> <li>• Elements of competency</li> <li>• Performance criteria</li> <li>• Required skills and knowledge</li> <li>• Range statement</li> <li>• Evidence guide, including: <ul style="list-style-type: none"> <li>- Critical aspects of evidence and assessment</li> <li>- Conditions under which competency may be assessed</li> <li>- Relationship to other units, including co-requisites</li> <li>- Resource implications.</li> </ul> </li> </ul>	Yes
<p>12 If not using the CAT template, the unit of competency elements and performance criteria are consistent with numbering conventions.</p>	Template used
QUALIFICATIONS	
<p>13 <b>Qualification codes and titles</b> are consistent with Training Package Development Handbook policy, and are accurately cross referenced throughout the Training Package and index.</p>	Yes
<p>14 <b>Packaging rules</b> and <b>contextualisation advice</b> are consistent with Training Package Development Handbook policy.</p>	Yes
<p>15 A qualification <b>pathways chart</b> is inserted.</p>	N/A

EDITORIAL REQUIREMENTS	COMMENTS
SKILL SETS	
16 Skill sets have been noted in the qualifications framework where applicable.	N/A
17 Skill sets do not purport to be qualifications or contain electives.	N/A
18 Skill sets clearly identify licensing/regulatory advice where applicable.	N/A