**Victorian Purchasing Guide**

**for**

**PPM Pulp and Paper Manufacturing Training Package**

**Release 2.0**

**March 2019**

Department of Education and Training - Education State Logo

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**Victorian Purchasing Guide - Version History**

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| **Training Package Version** | **Date VPG Released** | **Comments** |
| PPM Pulp and Paper Manufacturing  Training Package  Release 2.0 | 4 March 2019 | This Victorian Purchasing Guide reflects Release 2 of the PPM Pulp and Paper Manufacturing Training Package:   * 40 units updated to reflect current work health and safety requirements with no change to unit codes. |
| PPM Pulp and Paper Manufacturing Training Package Release 1.0 | 13 July 2016 | This Victorian Purchasing Guide reflects the changes made to Endorsement for the PPM Pulp and Paper Manufacturing Training Package, Release 1.0 mandatory rewriting of 80 units to new standards format.  Re-presented qualifications:   * PPM20116 Certificate II in Pulping Operations * PPM20216 Certificate II in Papermaking Operations * PPM30116 Certificate III in Pulping Operations * PPM30216 Certificate III in Papermaking Operations * PPM40116 Certificate IV in Pulping Operations * PPM40216 Certificate IV in Papermaking Operations * PPM50116 Diploma of Pulp and Paper Process Management |

**Pulp and Paper Manufacturing Training Package Victorian Purchasing Guide**

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### INTRODUCTION

#### What is a Victorian Purchasing Guide?

The Victorian Purchasing Guide provides information for use by Registered Training Organisations (RTOs) in the provision of Victorian government subsidised training.

Specifically the Victorian Purchasing Guide provides the following information related to the delivery of nationally endorsed Training Packages in Victoria:

* The maximum and minimum payable hours available for each qualification.
* Nominal hours for each unit of competency within the Training Package.

#### Registration

RTOs must be registered by either the Victorian Registration and Qualifications Authority (VRQA) or the Australian Skills Qualification Authority (ASQA) regulatory body to be eligible to issue qualifications and statements of attainment under the Australian Qualifications Framework (AQF).

The VRQA is the regulatory authority in Victoria responsible for the registration of education and training providers in VET who provide courses to domestic students only and who offer training in Victoria only or Victoria and Western Australia only.

To register to provide training to international students and in other Australian states and territories you will need to apply with ASQA.

### QUALIFICATIONS

| **Code** | **Title** | **Minimum Payable Hours** | **Maximum Payable Hours** |
| --- | --- | --- | --- |
| PPM20116 | Certificate II in Pulping Operations | 423 | 445 |
| PPM20216 | Certificate II in Papermaking Operations | 570 | 600 |
| PPM30116 | Certificate III in Pulping Operations | 546 | 575 |
| PPM30216 | Certificate III in Papermaking Operations | 698 | 735 |
| PPM40116 | Certificate IV in Pulping Operations | 527 | 555 |
| PPM40216 | Certificate IV in Papermaking Operations | 527 | 555 |
| PPM50116 | Diploma of Pulp and Paper Process Management | 570 | 600 |

### UNITS OF COMPETENCY

| **Unit Code** | **Unit Title** | **Nominal Hours** |
| --- | --- | --- |
| PPMCPP210 | Monitor and control coated paper processes | 90 |
| PPMCPP320 | Prepare and start up coated paper processes | 90 |
| PPMCPP330 | Coordinate the shutdown of coated paper processes | 45 |
| PPMCPP440 | Troubleshoot and rectify coated paper processes | 175 |
| PPMCPR210 | Prepare chemical products | 45 |
| PPMCSK310 | Operate process control equipment | 40 |
| PPMDEO210 | Monitor and control dry end operations | 100 |
| PPMDEO320 | Prepare and start up dry end operations | 90 |
| PPMDEO330 | Coordinate and implement dry end shutdown | 45 |
| PPMDEO440 | Troubleshoot and rectify dry end systems | 175 |
| PPMENV210 | Identify and monitor environmental discharges/emissions | 20 |
| PPMENV320 | Monitor and control environmental hazards | 20 |
| PPMEPG210 | Monitor and control power generation system | 90 |
| PPMEPG320 | Manage a power generation system startup | 55 |
| PPMEPG330 | Coordinate power generation system shutdown | 45 |
| PPMEPG440 | Troubleshoot and rectify power generation system | 175 |
| PPMFCO210 | Monitor, control and shut down finishing and converting operations | 75 |
| PPMFCO320 | Prepare and start up finishing and converting operations | 160 |
| PPMFCO340 | Troubleshoot and rectify finishing and converting systems | 175 |
| PPMHWP250 | Store and dispatch waste paper | 40 |
| PPMHWP260 | Receive waste paper | 30 |
| PPMHWP270 | Unload waste paper | 30 |
| PPMMHV210 | Operate overhead crane | 40 |
| PPMNUM210 | Estimate and calculate basic data | 25 |
| PPMNUM320 | Measure and calculate routine workplace data | 35 |
| PPMNUM430 | Calculate and analyse production and financial performance | 40 |
| PPMWHS210 | Participate in WHS processes | 20 |
| PPMWHS310 | Contribute to WHS processes | 20 |
| PPMWHS320 | Maintain WHS processes | 40 |
| PPMWHS410 | Identify, assess and control WHS risk in own work | 40 |
| PPMWHS420 | Manage WHS processes | 40 |
| PPMPLN210 | Plan and undertake a routine task | 15 |
| PPMPLN420 | Plan a complex activity | 40 |
| PPMPRM210 | Undertake operator level preventative maintenance | 25 |
| PPMPRM220 | Perform lubrication | 20 |
| PPMPRS210 | Identify and rectify problems in the workplace | 15 |
| PPMPRS320 | Solve systemic problems in the workplace | 50 |
| PPMPRV210 | Operate ancillary equipment | 40 |
| PPMPRV320 | Co-ordinate and direct clothing changes | 35 |
| PPMPUL210 | Monitor and control pulping operations | 45 |
| PPMPUL250 | Store and distribute pulped product | 45 |
| PPMPUL320 | Prepare and start up pulping system operations | 90 |
| PPMPUL330 | Coordinate and implement pulping plant shutdowns | 45 |
| PPMPUL440 | Troubleshoot and rectify pulping processes | 200 |
| PPMQAS210 | Apply basic quality practices | 20 |
| PPMQAS420 | Co-ordinate in-process quality assurance | 35 |
| PPMQAS430 | Oversee quality assurance process | 40 |
| PPMREC210 | Monitor and control chemical recovery operations | 100 |
| PPMREC320 | Prepare and start up chemical recovery operations | 90 |
| PPMREC330 | Coordinate and implement chemical recovery shutdowns | 45 |
| PPMREC440 | Troubleshoot and rectify chemical recovery operations | 200 |
| PPMREL210 | Contribute to effective working relationships | 50 |
| PPMRES210 | Prepare and operate the woodchip production system | 75 |
| PPMRES250 | Distribute woodchips | 45 |
| PPMRES260 | Receive materials | 45 |
| PPMRES270 | Unload materials | 45 |
| PPMRES340 | Troubleshoot and rectify primary resource operations | 185 |
| PPMSPR210 | Monitor and control stock preparation systems | 100 |
| PPMSPR320 | Prepare and start up stock preparation system for production | 100 |
| PPMSPR330 | Coordinate and implement stock preparation system shutdown | 45 |
| PPMSPR440 | Troubleshoot and rectify stock preparation systems | 200 |
| PPMSTM210 | Monitor and control boiler operation | 100 |
| PPMSTM320 | Manage steam boiler start up | 65 |
| PPMSTM330 | Shut down and bank steam boiler | 65 |
| PPMSTM440 | Troubleshoot and rectify boiler plant systems | 175 |
| PPMSUS210 | Apply sustainable work practices/policies | 20 |
| PPMSUS510 | Develop workplace policy and procedures for sustainability | 50 |
| PPMWAR250 | Store product | 20 |
| PPMWAR255 | Prepare and dispatch product | 30 |
| PPMWAR280 | Warehouse product packaging | 30 |
| PPMWAS210 | Operate water systems | 90 |
| PPMWAS340 | Troubleshoot and rectify water systems | 175 |
| PPMWEO210 | Monitor and control wet end operations | 100 |
| PPMWEO320 | Prepare and start up wet end operations | 90 |
| PPMWEO330 | Coordinate and implement wet end shutdown | 45 |
| PPMWEO440 | Troubleshoot and rectify wet end systems | 200 |
| PPMWPO210 | Monitor and control waste paper operations | 90 |
| PPMWPO320 | Prepare and start up waste paper operations | 90 |
| PPMWPO330 | Coordinate and implement waste paper shutdown | 45 |
| PPMWPO440 | Troubleshoot and rectify waste paper operations | 175 |

### SAMPLE TRAINING PROGRAMS

The following pages list a range of Sample Training Programs across the different qualification levels within the **Pulp and Paper Manufacturing Training Package** to demonstrate how units might be packaged to meet a particular vocational outcome.

|  |  |  |
| --- | --- | --- |
| **Occupation/ Work Function** | Water Systems Operations Assistant | |
| **Qualification Title** | Certificate II in Pulping Operations | |
| **Qualification Code** | PPM20116 | |
| **Description** | This qualification applies to individuals who perform production roles in water service operations. | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** | | |
| PPMQAS210 | Apply basic quality practices | 20 |
| PPMSUS210 | Apply sustainable work practices/policies | 20 |
| PPMWHS210 | Participate in WHS processes | 20 |
| ***Elective*** | | |
| PPMWAS210 | Operate water systems | 90 |
| PPMCSK310 | Operate process control equipment | 40 |
| PPMPRS210 | Identify and rectify problems in the workplace | 15 |
| PPMREL210 | Contribute to effective working relationships | 50 |
| MSAPMOPS212A | Use enterprise computers or data systems | 30 |
| FPPNUM210A | Estimate and calculate basic data | 25 |
| BSBCMM101 | Apply basic communication skills | 40 |
| PPMENV210 | Identify and monitor environmental discharges/emissions | 20 |
| **Total Hours** |  | **370** |

|  |  |  |
| --- | --- | --- |
| **Occupation / Work Function** | Finishing and Converting Assistant | |
| **Qualification Title** | Certificate II in Papermaking Operations | |
| **Qualification Code** | PPM20216 | |
| **Description** | This qualification applies to those who perform production roles within finishing and converting operations. | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** |  |  |
| PPMQAS210 | Apply basic quality practices | 20 |
| PPMSUS210 | Apply sustainable work practices/policies | 20 |
| PPMWHS210 | Participate in WHS processes | 20 |
| ***Electives*** |  |  |
| PPMFCO210 | Monitor, control and shut down finishing and converting operations | 75 |
| PPMFCO320 | Prepare and start up finishing and converting operations | 160 |
| PPMFCO340 | Troubleshoot and rectify finishing and converting systems | 175 |
| TLID1002 | Shift a load using manually operated equipment | 20 |
| PPMPRM210 | Undertake operator level preventative maintenance | 25 |
| FPPNUM210A | Estimate and calculate basic data | 25 |
| PPMWAR255 | Prepare and dispatch product | 30 |
| PPMWAR280 | Warehouse product packaging | 30 |
| **Total Hours** |  | **600** |

|  |  |  |
| --- | --- | --- |
| **Occupation / Work Function** | Stock Preparation Workplace Assessor | |
| **Qualification Title** | Certificate III in Pulping Operations | |
| **Qualification Code** | PPM30116 | |
| **Description** | This qualification applies to operators who perform stock preparation roles in pulping operations as a workplace assessor. | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** |  |  |
| PPMPRS210 | Identify and rectify problems in the workplace | 15 |
| PPMNUM320 | Measure and calculate routine workplace data | 35 |
| MSS402051 | Apply quality standards | 30 |
| BSBFLM312 | Contribute to team effectiveness | 40 |
| PPMWHS210 | Participate in WHS processes | 20 |
| ***Electives*** |  |  |
| PPMSPR320 | Prepare and start up stock preparation system for production | 100 |
| PPMSPR330 | Coordinate and implement stock preparation system shutdown | 45 |
| PPMCSK310 | Operate process control equipment | 40 |
| PPMREL210 | Contribute to effective working relationships | 50 |
| PPMPRM210 | Undertake operator level preventative maintenance | 25 |
| TAEASS401 | Plan assessment activities and processes | 40 |
| TAEASS402 | Assess competence | 25 |
| TAEASS403 | Participate in assessment validation | 35 |
| MSAPMOPS212A | Use organisation computers or data system | 30 |
| PPMCPR210 | Prepare chemical products | 45 |
| ***Total Hours*** |  | **575** |

|  |  |  |
| --- | --- | --- |
| **Occupation / Work Function** | Finishing and Converting Operator | |
| **Qualification Title** | Certificate III in Papermaking Operations | |
| **Qualification Code** | PPM30216 | |
| **Description** | This qualification applies to operators who perform production roles in finishing and converting operations. | |
| **Notes** |  | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** |  |  |
| PPMPRS210 | Identify and rectify problems in the workplace | 15 |
| PPMNUM320 | Measure and calculate routine workplace data | 35 |
| MSS402051 | Apply quality standards | 30 |
| BSBFLM312 | Contribute to team effectiveness | 40 |
| PPMWHS210 | Participate in WHS processes | 20 |
| ***Electives*** |  |  |
| PPMFCO320 | Prepare and start up finishing and converting operations | 160 |
| PPMFCO340 | Troubleshoot and rectify finishing and converting systems | 175 |
| BSBCMM201 | Communicate in the workplace | 40 |
| MSAPMOPS212A | Use organisation computers or data systems | 30 |
| PPMPRM210 | Undertake operator level preventative maintenance | 25 |
| PPMCO210 | Monitor, control and shutdown finishing and converting operations | 75 |
| PPMPRV210 | Operate ancillary equipment | 40 |
| PPMPRS320 | Solve systemic problems in the workplace | 50 |
| ***Total Hours*** |  | **735** |

|  |  |  |
| --- | --- | --- |
| **Occupation / Work Function** | Steam Generation/Boilerhouse Operator | |
| **Qualification Title** | Certificate IV in Pulping Operations | |
| **Qualification Code** | PPM40116 | |
| **Description** | This qualification applies to persons who operate boiler plant systems in the pulp and paper industry and have responsibility for a team of operators. This work typically involves complex integrated equipment and continuous operations. | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** |  |  |
| PPMPRS320 | Solve systemic problems in the workplace | 50 |
| TLIE4006 | Collect, analyse and present workplace data and information | 30 |
| PPMWHS320 | Maintain WHS processes | 40 |
| PPMQAS420 | Coordinate in-process quality assurance | 35 |
| MEM12024A | Perform computations | 30 |
| MSAENV472B | Implement and monitor environmentally sustainable work practices | 40 |
| ***Electives*** |  |  |
| PPMSPR440 | Troubleshoot and rectify stock preparation systems | 200 |
| BSBFLM305 | Support operational plan | 40 |
| PPMQAS430 | Oversee quality assurance process | 40 |
| BSBLDR403 | Promote team effectiveness | 50 |
| **Total Hours** |  | **555** |

|  |  |  |
| --- | --- | --- |
| **Occupation / Work Function** | Wet End Senior Operator | |
| **Qualification Title** | Certificate IV in Papermaking Operations | |
| **Qualification Code** | PPM40216 | |
| **Description** | This qualification applies to operators who operate wet end systems in the pulp and paper industry and have responsibility for a team of operators. This work typically involves complex integrated equipment and continuous operations. | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** |  |  |
| PPMPRS320 | Solve systemic problems in the workplace | 50 |
| TLIE4006 | Collect, analyse and present workplace data and information | 30 |
| PPMWHS320 | Maintain WHS processes | 40 |
| PPMQAS420 | Co-ordinate in-process quality assurance | 35 |
| MEM12024A | Perform computations | 30 |
| MSAENV472B | Implement and monitor environmentally sustainable work practices | 40 |
| ***Electives*** |  |  |
| PPMWEO440 | Troubleshoot and rectify wet end systems | 200 |
| BSBFLM305 | Support operational plan | 40 |
| PPMQAS430 | Oversee quality assurance process | 40 |
| BSBLDR403 | Promote team effectiveness | 50 |
| ***Total Hours*** |  | **555** |

|  |  |  |
| --- | --- | --- |
| **Occupation / Work Function** | Supervisor Pulp and Papermaking Operations | |
| **Qualification Title** | Diploma of Pulp and Paper Management | |
| **Qualification Code** | PPM50116 | |
| **Description** | This qualification applies to operators who manage or oversee pulping/papermaking operations or perform complex functional specialisations. | |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** |  |  |
| BSBWOR501 | Manage personal work priorities and professional development | 60 |
| PPMNUM430 | Calculate and analyse production and financial performance | 40 |
| PPMPLN420 | Plan a complex activity | 40 |
| PPMQAS430 | Oversee quality assurance process | 40 |
| PPMSUS510 | Develop workplace policy and procedures for sustainability | 50 |
| PPMWHS420 | Manage WHS processes | 40 |
| ***Electives*** |  |  |
| BSBMGT517 | Manage operational plan | 70 |
| TLIE4006 | Collect analyse and present workplace data and information | 30 |
| BSBWOR502 | Lead and manage team effectiveness | 60 |
| BSBADM502 | Manage meetings | 30 |
| BSBMGT502 | Manage people performance | 70 |
| BSBMGT608 | Manage innovation and continuous improvement | 70 |
| ***Total Hours*** |  | **600** |

### CONTACTS AND LINKS

|  |  |  |
| --- | --- | --- |
| **Curriculum Maintenance Manager (CMM)** | | |
| Primary Industries Curriculum Maintenance Manager | The CMM Service is provided by Executive Officers, across all industry areas covered by Training Packages.  They can assist with questions on payable and nominal hours. | Anne Wiltshire  Address: Melbourne Polytechnic 77-91 St Georges Rd, Preston VIC 3072  Phone: 9269 1063  Email: [annewiltshire@melbournepolytechnic.edu.au](mailto:annewiltshire@melbournepolytechnic.edu.au) |
| **Industry Skills Council (ISC)** | | |
| Skills Impact | This Skills Service Organisation (SSO) is responsible for developing this **PPM Pulp and Paper Manufacturing Training Package**, companion volumes and support material and can be contacted for further information. | (03)9321 3526  Skills Impact website can be found [here](http://www.skillsimpact.com.au/) |
| **National Register for VET in Australia** | | |
| Training.gov.au (TGA) | TGA is the Australian government’s official National Register of information on Training Packages, Accredited Courses, qualifications, units of competency and RTOs. | National Register website can be found [here](http://training.gov.au). |
| **Australian Government** | | |
| Department of Education and Training | The Commonwealth Department is responsible for national policies and programmes that help Australians access quality vocational education and training. | The Commonwealth Department of Education and Training website can be found [here](https://education.gov.au/) |
| **Victorian State Government** | | |
| Department of Education and Training (DET) | DET is responsible for funding and the implementation of Vocational Education and Training (VET) in Victoria, including Apprenticeships and Traineeships policy. | (03) 9637 2000  The Victorian Department of Education and Training website can be found [here](http://www.education.vic.gov.au/) |
| **National VET Regulatory Authority** | | |
| Australian Skills Quality Authority (ASQA) | ASQA is the national regulator for Australia’s VET sector. | Info line: 1300 701 801  ASQA’s website can be found [here](http://www.asqa.gov.au/) |
| **Victorian State VET Regulatory Authority** | | |
| Victorian Registration and Qualifications Authority (VRQA) | The VRQA is a statutory authority responsible for the registration and regulation of Victorian RTOs and for the regulation of apprenticeships and traineeships in Victoria. | (03) 9637 2806  VRQA’s website can be found [here](http://www.vrqa.vic.gov.au/) |
| **Industry Regulatory Bodies applicable to this Training Package** | | |
| WorkSafe Victoria | WorkSafe needs to provide written verification before High Risk Work Units can be added to an RTO’s scope of registration. | More information is available [here](http://www.worksafe.vic.gov.au) |

### GLOSSARY

|  |  |
| --- | --- |
| **Code** | Nationally endorsed Training Package qualification code. |
| **Title** | Nationally endorsed Training Package qualification title. |
| **Unit Code** | Nationally endorsed Training Package unit of competency code. |
| **Unit Title** | Nationally endorsed Training Package unit of competency title. |
| **Payable Hours** | The maximum number of hours the Victorian Government will subsidise under the Victorian Training Guarantee for the achievement of the minimum realistic vocational outcome of any qualification, as determined by the qualification packaging rules. The maximum payable hours do not cover every possible combination of core and elective units available for a specific qualification. |
| **Nominal Hours** | Nominal hours reflect the anticipated time taken to deliver and assess the outcomes of a unit of competency excluding unsupervised delivery or the time taken for repeated practical application of skills. Nominal hours are determined by the Victorian State Training Authority (DET) and are primarily developed for funding purposes in Victoria. |