

**Victorian Purchasing Guide
for
PPM Pulp and Paper Manufacturing Training Package
Release 2.0**

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Education
and Training

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Victorian Purchasing Guide - Version History

Training Package Version	Date VPG Released	Comments
PPM Pulp and Paper Manufacturing Training Package Release 2.0	4 March 2019	<p>This Victorian Purchasing Guide reflects Release 2 of the PPM Pulp and Paper Manufacturing Training Package:</p> <ul style="list-style-type: none"> 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	<p>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.</p> <p>Re-presented qualifications:</p> <ul style="list-style-type: none"> 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

CONTENTS

INTRODUCTION.....	1
What is a Victorian Purchasing Guide?	1
Registration	1
QUALIFICATIONS.....	2
UNITS OF COMPETENCY	3
SAMPLE TRAINING PROGRAMS	6
CONTACTS AND LINKS	13
GLOSSARY.....	15



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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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
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
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 .
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
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
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
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

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



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.