

**Victorian Purchasing Guide
FPP01
Pulp and Paper Manufacturing Industry Training Package**

**Version 2
November 2002**



The Victorian Purchasing Guide for the Pulp & Paper Manufacturing Industry Training Package was prepared by the Box Hill Institute of TAFE on behalf of the Office of Training and Tertiary Education.

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Purchasing Guide – Version History

Version 1 of the Guide was released in December 1998 in response to FPP98, which was endorsed in September 1998.

Version 2 is in response to a review of the Training Package conducted in March 2000. endorsed as FPP01 in November 2001. The enhancement to FPP98 involved:

- **combining of the "prepare for start-up" and the "start-up" functional competency standards into a single competency**
- **minor changes to some related competency standard range statements**
- **inclusion of competency standards from other Training Packages that have been developed since the endorsement of FPP98. In some cases, replacement of FPP98 competency standards has occurred.**
- **simplification of Training Package Qualifications.**

In this Guide, specific details of enhancements to FPP98 and the corresponding effects on Nominal Hours are shown in the sections:

- **Current and Replacement Qualifications**
- **Training Package Qualifications that do not Replace qualifications from FPP98**
- **Alignment between FPP98 and FPP01 Units of Competence.**
- **New Apprenticeship Information**

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Introduction

Purpose of the Guide

This Guide is designed to assist Registered Training Organisations (RTOs) to use Training Packages for training delivery. The Guide should be read in conjunction with the **endorsed components** of the Training Package.

The Guide provides information on:

- the main features of the Training Package
- FPP98 Training Package qualifications being replaced by FPP01 Training Package qualifications
- transition arrangements from FPP98 to FPP01
- nominal hours for units of competency
- examples of Training Package programs
- new apprenticeship information
- resources.

Obtaining the Training Package

The Pulp & Paper Manufacturing Industry Training Package can be purchased from:

Australian Training Products
Level 25, 150 Lonsdale Street
Melbourne, VIC 3000
Telephone: 03 9655 0600
Fax: 03 9639 4684

Forest and Forest Products Employment Skills Company (FAFPESC)

Grattan Street,
Carlton VIC 3053
Telephone: 03 8663 2166
Fax: 03 8663 2167

Training Package information will be available in stages on the National Training Information Service internet site: <http://www.ntis.gov.au>

Obtaining the Victorian Purchasing Guide

The full text of the Guide can be accessed through the Office of Training and Tertiary Education's (OTTE's) website:
<http://www.otte.vic.gov.au>

The Guide is also available on the Training Support Network (TSN) website:
<http://trainingsupport.otte.vic.gov.au>

Copies of the Guide may be purchased from the Primary Industries Curriculum Maintenance Manager, Telephone 03 9269 1391

Overview of the Pulp & Paper Manufacturing Industry Training Package

The following table provides an overview of the endorsed components of the Pulp & Paper Manufacturing Industry Training Package.

FPP01 Pulp & Paper Manufacturing Industry Training Package	
Main Industry Sectors	Pulp and Paper
Number and Level of Qualifications	Certificate I - 1 qualification Certificate II - 3 qualifications Certificate III - 2 qualifications Certificate IV - 2 qualifications Diploma - 1 qualification
New Apprenticeships	Available at all qualification levels. It is expected that the implementation of the Training Package will lead to structured entry level training outcomes commencing at Certificate 2.
National Advisory Body	Forest and Forest Products Employment Skills Company (FAFPESC)
Endorsement	By the National Training Quality Council (NTQC) and placed on the National Training Information Service (NTIS) database by Ministerial Council (MINCO)
Customisation	<p>Customisation rules apply to replacement of PPMICS from the Optional Units by other Optional Units and Elective Units as well as customisation for the purpose of creating a New Apprenticeship.</p> <p>This Training Package contains competency standards imported from other nationally endorsed Training Packages.</p> <p>No more than a total of two imported competency standards already included in this Training Package can be replaced in any one qualification from the Optional and/or Elective Units by one or more competency standards imported from any relevant nationally endorsed Training Package. Other more detailed rules apply to this replacement.</p> <p>The customisation rules do not apply to</p>

	<p>the Diploma because the competency standards listed at AQF 5 contain a broad range of technical and functional skills and knowledge which implicitly includes those from competency standards at lower AQF levels and the Diploma explicitly requires the demonstration of competence in competency standards drawn from the nationally endorsed Frontline Management competency standards.</p>
Assessment	<p>Assessments of competence will generally be holistic in that they will encompass all of the PPMICS making up a person's employment, including the generic PPMICS. As a consequence, the context for assessments will be drawn substantially from the AQF descriptors, especially where PPMICS that are listed at more than one AQF level make up part of that qualification. This excludes imported competency standards for which the assessment context is set within the competency standards or for which RTOs will be required to source the appropriate assessment context</p>
Other	<p>Each level of qualification contains and builds on the competencies of all levels below and adds further competencies of greater depth and complexity. The Training Package is designed to allow maximum flexibility so that units of competency can be packaged according to a person's job, thereby meeting the needs of particular groups, work settings and individuals.</p>
Workplace Delivery and Assessment	<p>RTOs must ensure that any delivery and assessment comply with part 7 of the Vocational Education and Training Act 1990 (VET Act), as noted in the Guidelines for Practical Placement in Victoria (Practical Placement Information package) for learners not employed by the enterprise.</p> <p>Specific details can be found on the OTTE website: http://www.otte.vic.gov.au then via the A-Z Index</p>
On the Job Training	<p>Where the qualification is a Certificate III or above, apprentices/trainees must be withdrawn from routine work duties for a minimum of three hours per week (pro rata for part time apprentices/trainees) for planned training, averaged over a 4 week cycle.</p>

From July 1 2002 all apprentices/trainees undertaking workplace training at AQF levels 1 and 2 must be withdrawn from routine work duties for approximately 1.5 hours per week averaged over a two month cycle for the purpose of undertaking structured training/learning activities. This release must occur periodically.

The training undertaken during the period of release must include a focus on the compliance and regulatory units and the units concentrating on generic skills. Up to 40 hours of this training may be transferred to be delivered in one or more blocks during the first three months of the training program.

AVETMISS

Where available from ANTA.

Pulp & Paper Manufacturing Industry Training Package Qualifications

The following table provides a summary of the qualifications in the Pulp & Paper Manufacturing Industry Training Package. Refer to Page 10 - 'Qualifications Title' of the Training Package's Document 'Australian Qualifications Framework Alignments and Packaging Rules of the Training Package for rules on how units of competence are combined for each qualification.

Code	Title	Nominal Hours
FPP10101	Certificate I in Pulp and Paper Manufacturing	120
FPP20101	Certificate II in Pulp and Paper Manufacturing	300 - 400
FPP20201	Certificate II in Pulp and Paper Services	300 - 400
FPP20301	Certificate II in Pulp and Paper (General)	380 - 460
FPP30101	Certificate III in Pulp and Paper Manufacturing	570 - 670
FPP30201	Certificate III in Pulp and Paper Services	570 - 670
FPP40101	Certificate IV in Pulp and Paper Manufacturing	835 - 1075
FPP40201	Certificate IV in Pulp and Paper Services	835 - 1075
FPP50101	Diploma of Pulp and Paper Industry Operations	1260 - 1300

Current and Replacement Qualifications

The following table lists the qualifications from FPP98 Pulp and Paper Manufacturing Industry Training Package that will be replaced by FPP01 Pulp and Paper Manufacturing Industry Training Package

Scope of Registration

RTOs currently delivering a qualification replaced by the new Training Package qualification will be notified by OTTE of the process for adding these qualifications to their scope of registration.

Scopes will be extended using this process at any time during the transition period listed in this Guide, on receipt of the signed declaration that the RTO fully meets the AQTF Standards for delivery of the Training Package qualifications as listed in the current version of the Purchasing Guide.

Any FPP98 qualifications that are replaced by these new qualifications will remain on the scope until the end of the transition period, unless requested for deletion by the RTO.

At the end of the transition period superseded qualifications will be deleted from the RTO's scope of registration.

Before delivering a Training Package qualification, RTOs must purchase a copy of the Package and ensure they meet all the requirements.

The table identifies FPP01 qualifications that require additional resources of facilities. RTOs will have to apply to extend their scope of registration for these qualifications.

Nominal Duration

The maximum nominal hours are identified for each Training Package qualification and nominal hours for each unit of competence. Nominal hours identified for each unit of competence are a guide only and may be varied at the discretion of the RTO depending on the delivery strategies used. Nominal hours may also vary within a qualification depending on the units of competence selected; however, training delivery will not be funded beyond the maximum nominal hours indicated for each qualification. Nominal hours are for structured training only and include both delivery and assessment.

FPP98 Training Package (old) Qualification	FPP01 Training Package (Revised)
<p>Current qualification:</p> <p>FPP50198 Diploma of Pulp and Paper Industry Operations</p> <p>Nominal hours: 1280 - 1355</p>	<p>Replacement qualification:</p> <p>FPP50101 Diploma of Pulp and Paper Industry Operations</p> <p>Nominal hours: 1260 – 1300</p> <p>Scope of Registration</p> <p>RTOs delivering the current qualification will be able to add this to their scope of registration using the fax back form supplied by OTTE.</p>
<p>FPP40198 Certificate IV in Pulp and Paper Manufacturing (Resources)</p> <p>Nominal hours: 865 - 960</p> <p>FPP40298 Certificate IV in Pulp and Paper Manufacturing (Pulping Operations)</p> <p>Nominal hours: 865 -960</p> <p>FPP40398 Certificate IV in Pulp and Paper Manufacturing (Chemical Recovery)</p> <p>Nominal hours: 865 -960</p> <p>FPP40498 Certificate IV in Pulp and Paper Manufacturing (Paper Manufacture)</p> <p>Nominal hours: 865 - 960</p>	<p>FPP40101 Certificate IV in Pulp and Paper Manufacturing</p> <p>Nominal hours: 835 – 1075</p> <p>Scope of Registration</p> <p>RTOs delivering the current qualifications will be able to add this qualification and FPP30101, FPP20101, and FPP10101 to their scope of registration using the fax back forms supplied by OTTE.</p>
<p>FPP41198 Certificate IV in Pulp and Paper Services (Electricity Generation)</p> <p>Nominal hours: 865 -960</p> <p>FPP41298 Certificate IV in Pulp and Paper Services (Steam Generation)</p> <p>Nominal hours: 865 - 960</p> <p>FPP41398 Certificate IV in Pulp and Paper Services (Water Services)</p> <p>Nominal hours: 865 - 960</p>	<p>FPP40201 Certificate IV in Pulp and Paper Services</p> <p>Nominal hours: 835 – 1075</p> <p>Scope of Registration</p> <p>RTOs delivering the current qualifications will be able to add this qualification and FPP30201, FPP20201, and FPP10101 to their scope of registration using the fax back forms supplied by OTTE.</p>

FPP98 Training Package (old) Qualification	FPP01 Training Package (Revised)
Current qualification:	Replacement qualification:
<p>FPP30198 Certificate III in Pulp and Paper Manufacturing (Primary Resources)</p> <p>Nominal hours: 500 - 650</p>	<p>FPP30101 Certificate III in Pulp and Paper Manufacturing</p> <p>Nominal hours: 570 – 670</p>
<p>FPP30298 Certificate III in Pulp and Paper Manufacturing (Pulping Operations)</p> <p>Nominal hours: 500 - 650</p>	<p>Scope of Registration</p> <p>RTOs delivering the current qualifications will be able to add this qualification and FPP20101, and FPP10101 to their scope of registration using the fax back forms supplied by OTTE.</p>
<p>FPP30398 Certificate III in Pulp and Paper Manufacturing (Chemical Recovery)</p> <p>Nominal hours: 500 - 650</p>	
<p>FPP30498 Certificate III in Pulp and Paper Manufacturing (Waste Paper Handling)</p> <p>Nominal hours: 500 - 650</p>	
<p>FPP30598 Certificate III in Pulp and Paper Manufacturing (Waste Paper Operations)</p> <p>Nominal hours: 500 - 650</p>	
<p>FPP30698 Certificate III in Pulp and Paper Manufacturing (Stock Preparation)</p> <p>Nominal hours: 500 - 650</p>	
<p>FPP30798 Certificate III in Pulp and Paper Manufacturing (Wet End Operations)</p> <p>Nominal hours: 500 - 650</p>	
<p>FPP30898 Certificate III in Pulp and Paper (Dry End Operations)</p> <p>Nominal hours: 500 - 650</p>	

FPP98 Training Package (old) Qualification	FPP01 Training Package (Revised)
<p>Current qualification:</p> <p>FPP30998 Certificate III in Pulp and Paper Manufacturing (Paper Coating)</p> <p>Nominal hours: 500 - 650</p> <p>FPP31098 Certificate III in Pulp and Paper Manufacturing (Finishing and Conversion)</p> <p>Nominal hours: 500 - 650</p>	<p>Replacement qualification:</p> <p>FPP30101 Certificate III in Pulp and Paper Manufacturing</p> <p>Nominal hours: 570 – 670</p> <p>Scope of Registration</p> <p>RTOs delivering the current qualifications will be able to add this qualification and FPP20101, and FPP10101 to their scope of registration using the fax back forms supplied by OTTE.</p>
<p>FPP31198 Certificate III in Pulp and Paper Services (Electricity Generation)</p> <p>Nominal hours: 500 - 650</p> <p>FPP31298 Certificate III in Pulp and Paper Services (Steam Generation)</p> <p>Nominal hours: 500 - 650</p> <p>FPP31398 Certificate III in Pulp and Paper Services (Water Services)</p> <p>Nominal hours: 500 - 650</p>	<p>FPP30201 Certificate III in Pulp and Paper Services</p> <p>Nominal hours: 570 – 670</p> <p>Scope of Registration</p> <p>RTOs delivering the current qualifications will be able to add this qualification and FPP2020, and FPP10201 to their scope of registration using the fax back forms supplied by OTTE.</p>
<p>FPP20198 Certificate II in Pulp and Paper Manufacturing (Primary Resources)</p> <p>Nominal hours: 300 - 400</p> <p>FPP20298 Certificate II in Pulp and Paper Manufacturing (Pulping Operations)</p> <p>Nominal hours: 300 - 400</p> <p>FPP20398 Certificate II in Pulp and Paper Manufacturing (Chemical Recovery)</p> <p>Nominal hours: 300 - 400</p> <p>FPP20498 Certificate II in Pulp and Paper Manufacturing (Waste Paper Handling)</p> <p>Nominal hours: 300 - 400</p>	<p>FPP20101 Certificate II in Pulp and Paper Manufacturing</p> <p>Nominal hours: 300 – 400</p> <p>Scope of Registration</p> <p>RTOs delivering the current qualifications will be able to add this qualification FPP10101 to their scope of registration using the fax back forms supplied by OTTE.</p>

FPP98 Training Package (old) Qualification	FPP01 Training Package (Revised)
<p>Current qualification:</p> <p>FPP20598 Certificate II in Pulp and Paper Manufacturing (Waste Paper Operations) Nominal hours: 300 - 400</p> <p>FPP20698 Certificate II in Pulp and Paper Manufacturing (Stock Preparation) Nominal hours: 300 - 400</p> <p>FPP20798 Certificate II in Pulp and Paper Manufacturing (Wet End Operations) Nominal hours: 300 - 400</p> <p>FPP20898 Certificate II in Pulp and Paper Manufacturing (Dry End Operations) Nominal hours: 300 - 400</p> <p>FPP20998 Certificate II in Pulp and Paper Manufacturing (Paper Coating) Nominal hours: 300 - 400</p> <p>FPP21098 Certificate II in Pulp and Paper Manufacturing (Finishing and Conversion) Nominal hours: 300 - 400</p>	<p>Replacement qualification:</p> <p>FPP20101 Certificate II in Pulp and Paper Manufacturing</p> <p>Nominal hours: 300 – 400</p> <p>Scope of Registration</p> <p>RTOs delivering the current qualifications will be able to add this qualification FPP10101 to their scope of registration using the fax back forms supplied by OTTE.</p>
<p>FPP21198 Certificate II in Pulp and Paper Services (Electricity Generation) Nominal hours: 300 - 400</p> <p>FPP21298 Certificate II in Pulp and Paper Services (Steam Generation) Nominal hours: 300 - 400</p>	<p>FPP20201 Certificate II in Pulp and Paper Services Nominal hours: 300 – 400</p>

FPP98 Training Package (old) Qualification	FPP01 Training Package (Revised)
<p>Current qualification:</p> <p>FPP21398 Certificate II in Pulp and Paper Services (Water Services)</p> <p>Nominal hours: 300 - 400</p>	<p>Replacement qualification:</p> <p>Scope of Registration</p> <p>RTOs delivering the current qualifications will be able to add this qualification FPP10101 to their scope of registration using the fax back forms supplied by OTTE.</p>
<p>FPP10198 Certificate I in Pulp and Paper Manufacturing</p> <p>Nominal hours: 120</p>	<p>FPP10101 Certificate I in Pulp and Paper Manufacturing</p> <p>Nominal hours: 120</p> <p>Scope of Registration</p>

Training Package Qualifications that do not Replace Training Package (FPP98) Qualifications

The following table lists qualifications in the FPP01 Pulp & Paper Manufacturing Industry Training Package where there is no equivalent qualification in the FPP98

Pulp & Paper Manufacturing Industry Training Package.

RTOs will need to apply to have this qualification added to their Scope of Registration.

Code	Training Package Qualification Title	Nominal Hours
FPP20301	Certificate II in Pulp and Paper (General)	380 - 460

Transition Arrangements

The following transition arrangements will apply to FPP98 Training Package qualifications being replaced by FPP01 Training Package qualifications.

No new students are permitted to be enrolled into qualifications that have been replaced by Pulp & Paper Manufacturing Industry Training Package after 30 June 2003.

Continuing students may complete their studies and receive a qualification or statement of attainment.

For continuing students, training providers should take the following factors into account:

- possible disadvantage to the student
- viability of delivering the accredited course
- degree of alignment between the Training Package and course qualification
- proportion of studies completed
- level of credit transfer.

It is recommended that wherever possible, students enrolled in the FPP98 Pulp & Paper Manufacturing Industry Training Package be awarded qualifications according to the FPP01 Pulp & Paper Manufacturing Industry Training Package.

Alignment Between FPP98 and FPP01 Units of Competence

The Pulp & Paper Manufacturing Industry Training Package has been revised in both its content and format. You can identify the revised units of competence by the letter 'B' at the end of their unit code instead of the original 'A.'

The following table provides the contents for the revised competency standards document, along with a list of changes made to the original competency standards document.

Those competency standards written specifically for the Pulp & Paper Manufacturing Industry have either been:

- unchanged
- revised, to more accurately reflect the work done in the mills, or

- in some cases replaced by imported competency standards to enhance the incorporation of the package into the national system.

The imported competency standards within the Pulp & Paper Manufacturing Industry Training Package are either:

- new, and replace original Pulp & Paper Manufacturing Industry competency standards because to enhance the incorporation of the package into the national system, or
- additions to the Pulp & Paper Manufacturing Industry Training Package

Functional Competency Standards

FPP01 Competency Standard		Comment on revision to FPP98 Competency Standard
FPPUL1B	Prepare and start-up pulping system operations	Revised, combining PUL1 and PUL2
FPPREC1B	Prepare and start-up chemical recovery	Revised, combining REC1 and REC2
FPPWPO1B	Prepare and start-up waste paper operations	Revised, combining WPO1 and WPO2
FPPSPR1B	Prepare and start-up stock and chemical system for production	Revised, combining SPR1 and SPR2
FPPWEO1B	Prepare and start-up wet end operations	Revised, combining WEO1 and WEO2
FPPDEO1B	Prepare and start-up dry end operations	Revised, combining DEO1 and DEO2
FPPOLC1B	Prepare and start-up coated paper system operations	Revised, combining OLC1 and OLC2
FPPFCO3B	Package product	Revised
FPPFCO5B	Store product	Revised
FPPFCO6B	Prepare and dispatch product	Revised

FPP01 Competency Standard		Comment on revision to FPP98 Competency Standard
FPPCSK2B	Operate a process control computer system	Revised, to focus on process control computers
FPPEME2B	Respond to an emergency situation	Revised, to correct the level to which it is pitched
PPHTL1B	Use hand held tools	Revised, to include both hand and power tools
FPPOHS2B	Implement and monitor OH&S policies and procedures within the work area.	Revised, to correct the level to which it is applied
FPPOHS3B	Maintain and evaluate OH&S system.	Revised, to correct the level to which it is applied
FPPPRM1B	Undertake preventative maintenance	Revised, to correct the level to which it is applied
FPPQAS1B	Apply basic quality assurance practices	Revised, to correct the level to which it is applied

Imported Competency Standards

BSA97	Administration Competencies	New, replacing original Pulp & Paper Manufacturing Industry standards
BSX97	Frontline Management Competencies	New, replacing original Pulp & Paper Manufacturing Industry standards
BSZ98	Assessment and workplace training competencies	New, replacing original Pulp & Paper Manufacturing Industry standards
PML99	Laboratory operations competencies	New, replacing original Pulp & Paper Manufacturing Industry standards
PRS99	Asset security competencies	New, replacing original Pulp & Paper Manufacturing Industry standards
UTWN98	Water industry competencies	New, replacing original Pulp & Paper Manufacturing Industry standards
MEM98	Metals and engineering industry competencies	New
TDT97	Transport and distribution competencies	New

The following table provides the contents for the revised competency standards and may be used by RTOs to identify the maximum nominal hours for each unit of competence. Nominal hours identified for each unit of competence are a guide only and may be varied at the discretion of the RTO depending on the delivery strategies used.

Nominal hours are for structured training only and include both delivery and assessment.

Any assessments must be against the units of competence.

Unit Code	Unit Title	Nominal Hours	Unit Code	Unit Title	Nominal Hours
Handling and Preparing Primary Resources					
FPPRES1A	Receive materials	45	FPPRES2A	Unload materials	45
FPPRES3A	Prepare woodchip line for production	45	FPPRES4A	Prepare logs for chip production	45
FPPRES5A	Operate the woodchip production system	45	FPPRES6A	Conduct woodchip quality assessment	45
FPPRES7A	Coordinate system shutdown	45	FPPRES8A	Distribute woodchips	45
FPPRES9A	Troubleshoot and rectify resource handling systems	175			
Pulping Operations					
FPPPUL1B	Prepare and startup pulping system operations	90	FPPPUL3A	Monitor and control pulping operations	45
FPPPUL4A	Troubleshooting and rectify pulping systems	175	FPPPUL5A	Co-ordinate and implement pulping plant shutdowns	45
FPPPUL6A	Store and distribute pulped product	45			
Chemical Recovery Operations					
FPPREC1B	Prepare and start-up chemical recovery operations	90	FPPREC3A	Monitor and optimise chemical recovery operations	45
FPPREC4A	Troubleshoot and rectify chemical recovery systems	175	FPPREC5A	Manage chemical recovery plant shutdowns	45
FPPREC6A	Store and distribute processed chemicals	45			
Handling and Preparing Waste Paper for Pulp Production					
FPPHWP1A	Receive waste paper	30	FPPHWP2A	Unload waste paper	30
FPPHWP3A	Set up and operate sorting/pressing line	65	FPPHWP4A	Manage system shutdowns	65
FPPHWP5A	Conduct paper grade quality assessments	30	FPPHWP6A	Store and dispatch blocks	30
Waste Paper Operations					
FPPWPO1B	Prepare and start-up waste paper operations	90	FPPWPO3A	Monitor and control waste paper plant operations	90
FPPWPO4A	Troubleshoot and rectify waste paper plant systems	175	FPPWPO5A	Coordinate and implement waste paper plant shutdown	45

Unit Code	Unit Title	Nominal Hours	Unit Code	Unit Title	Nominal Hours
Stock Preparation Operations					
FPPSPR1B	Prepare and start-up stock and chemical system for production	90	FPPSPR3A	Monitor and control stock and chemical preparation systems	90
FPPSPR4A	Troubleshoot and rectify stock and chemical preparation systems	175	FPPSPR5A	Coordinate and Implement stock and chemical preparation system shutdown	45
Wet End Operations					
FPPWEO1B	Prepare and start-up wet end operations	90	FPPWEO3A	Monitor and control wet end operations	90
FPPWEO4A	Troubleshoot and rectify wet end systems	175	FPPWEO5A	Coordinate and implement wet end shutdown	45
Dry End Operations					
FPPDEO1B	Prepare and start-up dry end operations	90	FPPDEO3A	Monitor and control dry end operations	90
FPPDEO4A	Troubleshoot and rectify dry end systems	175	FPPDEO5A	Coordinate and implement dry end shutdown	45
Coating Systems					
FPPOLC1B	Prepare and start-up coated paper system operations	90	FPPOLC3A	Monitor and control coated paper systems operation	90
FPPOLC4A	Coordinate coated paper systems shutdown	45	FPPOLC5A	Troubleshoot and rectify coated paper systems	175
Finishing and Converting					
FPPFCO1A	Prepare finishing/convertng systems for production	135	FPPFCO2A	Monitor and control finishing/convertng systems operation	20
FPPFCO3B	Package product	20	FPPFCO4A	Troubleshoot and rectify finishing and converting systems	175
FPPFCO5B	Store product	20	FPPFCO6B	Prepare and dispatch product	20
Water Services					
FPPWAS1A	Manage water system start-up	65	FPPWAS8A	Manage water system shutdown	65
FPPWAS9A	Troubleshoot and rectify water systems	175			
Steam Generation					
FPPSTM1A	Manage steam boiler start-up	65	FPPSTM2A	Monitor and control boiler operation	90

Unit Code	Unit Title	Nominal Hours	Unit Code	Unit Title	Nominal Hours
FPPSTM3A	Shutdown and store steam boiler	65	FPPSTM4A	Troubleshoot and rectify boiler plant system faults	175
Electrical Power Generation					
FPPEPG1A	Manage a power generation system start-up	45	FPPEPG2A	Monitor and control power generation system	90
FPPEPG3A	Coordinate power generation system shutdown	45	FPPEPG4A	Conduct a technical inspection of power generation plant and equipment	45
FPPEPG5A	Troubleshoot and rectify power generation system	175			
Chemical Preparation					
FPPCPR1A	Prepare chemicals	45			
Communication					
FPPCOM1A	Use basic workplace communication	30	FPPCOM2A	Prepare and present verbal and written workplace information	20
FPPCOM3A	Use advanced workplace communication	20	FPPCOM4A	Engages in complex workplace communication	20
Computer Skills					
FPPCSK1A	Access and modify computer records and documents	60	FPPCSK2B	Operate a process control computer system	10
Emergency Procedures					
FPPEME1A	Prepare equipment for an emergency response	20	FPPEME2B	Respond to an emergency situation	25
Environmental Monitoring					
FPPEMV1A	Identify and monitor environmental discharges/emissions	20	FPPEMV2A	Monitor and control environmental hazards	20
First Aid					
FPPAID1A	Apply basic first aid techniques	20	FPPAID2A	Administer First Aid Procedures	40
Hand Tools					
FPPHTL1B	Use hand held tools	30			
Materials Handling Vehicles and Equipment					
FPPMHV1A	Operate materials handling vehicles and equipment	60	FPPMHV2A	Operate overhead crane	40

Unit Code	Unit Title	Nominal Hours	Unit Code	Unit Title	Nominal Hours
Numeracy					
FPPNUM1A	Estimate and calculate basic data	15	FPPNUM2A	Measure and calculate routine information	20
FPPNUM3A	Calculate basic performance measures	35	FPPNUM4A	Calculate and analyse production and financial performance	40
Occupational Health And Safety					
FPPOHS1A	Follow defined OH&S procedures	30	FPPOHS2B	Implement and monitor OH&S policies and procedures within the work area	35
FPPOHS3B	Maintain and evaluate OH&S system	35	FPPOHS4A	Establish OH&S system	35
Planning and Organising					
FPPPLN1A	Plan and undertake a routine task	15	FPPPLN2A	Plan a complete activity	15
FPPPLN3A	Plan a complex activity	40			
Preventative Maintenance					
FPPPRM1B	Undertake Preventative Maintenance	20			
Problem Solving					
FPPPRS1A	Solve problems in the workplace (basic)	10	FPPPRS2A	Solve problems in the workplace (advanced)	35
FPPPRS3A	Troubleshoot and rectify pulp and paper systems	130			
Quality Assurance					
FPPQAS1B	Apply basic quality assurance practices	15	FPPQAS2A	Maintain quality in work section / sub-system	30
FPPQAS3A	Coordinate quality assurance process	35	FPPQAS4A	Oversee quality assurance process	40
BSA97: Administration Competencies					
BSAENT101B	Apply knowledge of enterprise to complete routine administrative tasks	10	BSATEC101B	Operate a range of office equipment to complete routine tasks	10
BSX97: Frontline Management Competencies					
BSXFMI301A	Manage personal work priorities and professional development	40	BSXFMI302A	Provide leadership in the workplace	40
BSXFMI303A	Establish and manage effective workplace relationships	40	BSXFMI304A	Participate in, lead and facilitate work teams	40

Unit Code	Unit Title	Nominal Hours	Unit Code	Unit Title	Nominal Hours
BSXFMI305A	Manage operations to achieve planned outcomes	40	BSXFMI306A	Manage workplace information	40
BSXFMI307A	Manage quality customer service	40	BSXFMI308A	Develop and maintain a safe workplace and environment	40
BSXFMI309A	Implement and monitor continuous improvements to systems and processes	40	BSXFMI310A	Facilitate and capitalise on change and innovation	40
BSXFMI311A	Contribute to the development of a workplace learning environment	40	BSXFMI401A	Manage personal work priorities and professional development	40
BSXFMI402A	Provide leadership in the workplace	40	BSXFMI403A	Establish and manage effective workplace relationships	40
BSXFMI404A	Participate in, lead and facilitate work teams	40	BSXFMI405A	Manage operations to achieve planned outcomes	40
BSXFMI406A	Manage workplace information	40	BSXFMI407A	Manage quality customer service	40
BSXFMI408A	Develop and maintain a safe workplace and environment	40	BSXFMI409A	Implement and monitor continuous improvements to systems and processes	40
BSXFMI410A	Facilitate and capitalise on change and innovation	40	BSXFMI411A	Contribute to the development of a workplace learning environment	40
BSX97: Frontline Management Competencies (Continued)					
BSXFMI501A	Manage personal work priorities and professional development	40	BSXFMI502A	Provide leadership in the workplace	40
BSXFMI503A	Establish and manage effective workplace relationships	40	BSXFMI504A	Participate in, lead and facilitate work teams	40
BSXFMI505A	Manage operations to achieve planned outcomes	40	BSXFMI506A	Manage workplace information	40
BSXFMI507A	Manage quality customer service	40	BSXFMI508A	Develop and maintain a safe workplace and environment	40
BSXFMI509A	Implement and monitor continuous improvements to systems and processes	40	BSXFMI510A	Facilitate and capitalise on change and innovation	40

Unit Code	Unit Title	Nominal Hours	Unit Code	Unit Title	Nominal Hours
BSXFM1511A	Contribute to the development of a workplace learning environment	40			
BSZ98: Assessment and Workplace Training Competencies					
BSZ401A	Plan assessment	15	BSZ402A	Conduct assessment	15
BSZ403A	Review assessment	5	BSZ404A	Train small groups	30
BSZ405A	Plan and promote a training program	50	BSZ406A	Plan a series of training sessions	30
BSZ407A	Deliver training sessions	50	BSZ408A	Review training	15
BSZ501A	Analyse competency requirements	50	BSZ502A	Design and establish the training system	40
BSZ503A	Design and establish the assessment system	40	BSZ504A	Manage the training and assessment system	40
BSZ505A	Evaluate the training and assessment system	45	BSZ506A	Develop assessment procedures	25
BSZ507A	Develop assessment tools	25	BSZ508A	Design training courses	40
MEM98: Metals And Engineering Industry Competencies					
MEM18.10AA	Equipment condition monitoring and recording	40	MEM18.11AA	Shut down/isolate machines/equipment	20
MEM18.12AA	Mechanical seals - installation and removal	20	MEM18.13AA	Gland packing	20
MEM18.14AA	Tool, gauge and die manufacture	40	MEM18.18AA	Maintain pneumatic system components	40
MEM18.20AA	Maintain hydraulic system components	40	MEM18.45AA	Fault find/repair electrical equipment/ components which use up to 240V single phase supply	40
MEM18.55AA	Dismantle, replace and assemble engineering components	30			
PML99: Laboratory Operations Competencies					
PMLSAMP400A	Obtain representative samples in accordance with a sampling plan	40	PMLTEST300A	Perform basic tests	60
PMLTEST302A	Calibrate testing equipment and assist with its maintenance	50	PMLTEST303A	Prepare working solutions	50

Unit Code	Unit Title	Nominal Hours	Unit Code	Unit Title	Nominal Hours
PRS99: Asset Security Competencies					
PRSSG01A	Maintain the security of premises and property	10	PRSSG02A	Control access to and exit from premises	10
PRSSG03A	Maintain safety of premises and personnel	10			
TD97: Transport And Distribution Competencies					
TDTA1297A	Pick and process orders	20	TDTA1697A	Use inventory systems to organise stock control	30
TDTA2197A	Dispatch stock	20	TDTA2297A	Participate in stocktakes	20
TDTL1998A	Implement and monitor transport logistics	40			
UTWN98: Water Industry Competencies					
UTWNWS150A	Monitor and operate surface water systems	90	UTWNWS160A	Monitor and operate groundwater source systems	90
UTWNWS180A	Monitor and operate water supply and distribution systems	90	UTWNWS360A	Monitor and operate waste water collection and transfer systems	90
UTWNWS370A	Construct and/or maintain waste water collection and transfer assets	90	UTWNWS390A	Construct and/or maintain drainage assets	90
UTWNWS410A	Construct and/or maintain irrigation and/or domestic and stock supply system assets	90	UTWNWS420A	Monitor and co-ordinate waste water collection and transfer systems	90
UTWNWS440A	Monitor and co-ordinate irrigation and/or domestic and stock supply systems	90	UTWNWS620A	Monitor and operate waste water treatment processes	90

Examples of Training Package Programs

The rules for packaging units of competence to form qualifications are described in the 'Australian Qualifications Framework Alignments and Packaging Rules' of the Pulp & Paper Manufacturing Industry Training Package. The rules provide information on (list as appropriate):

- mandatory units of competence for each qualification
- selection of specialist and or elective units of competence for each qualification
- customisation.

The Primary Industries Curriculum Maintenance Manager (CMM) is able to provide advice on the package rules: telephone 03 9269 1391 or fax 03 9269 1365. The CMM regularly publishes an Information Bulletin containing updates on accredited courses and Training Packages.

The **following** examples show how units of competence can be combined into qualifications.

Example 1: Appropriate for a person involved in school to work transition arrangements or entering work for the first time.

FPP10101: Certificate I in Pulp and Paper Manufacturing		
Unit Code	Unit Name	Nominal Hours
Core		
FPPNUM1A	Estimate and calculate basic data	15
FPPCOM1A	Use basic workplace communication	30
FPPOHS1A	Follow defined OH&S procedures	30
FPPQAS1B	Apply basic quality assurance practices	15
FPPHTL1B	Use hand held tools	30
Total Hours		120

Example 2: Appropriate for a person in the waste paper operations sector of the industry.

FPP20101: Certificate II in Pulp and Paper Manufacturing		
Unit Code	Unit Name	Nominal Hours
Core		
FPPNUM1A	Estimate and calculate basic data	15
FPPNUM2A	Measure and calculate routine information	20
FPPCOM1A	Use basic workplace communication	30
FPPCOM2A	Prepare and present verbal and written workplace information	20
FPPOHS1A	Follow defined OH&S procedures	30
FPPQAS1B	Apply basic quality assurance practices	15
FPPQAS2A	Maintain quality in work section / sub-system	30
FPPHTL1B	Use hand held tools	30
FPPWPO3A	Monitor and control waste paper plant operations	90
Elective		
PMLSAMP400A	Obtain representative samples in accordance with a sampling plan	40
PMLTEST300A	Perform basic tests	60
Total Hours		380

Example 3: Appropriate for a person in the electricity generation sector of the industry.

FPP20201: Certificate II in Pulp and Paper Services		
Unit Code	Unit Name	Nominal Hours
Core		
FPPNUM1A	Estimate and calculate basic data	15
FPPNUM2A	Measure and calculate routine information	20
FPPCOM1A	Use basic workplace communication	30
FPPCOM2A	Prepare and present verbal and written workplace information	20
FPPOHS1A	Follow defined OH&S procedures	30
FPPQAS1B	Apply basic quality assurance practices	15
FPPQAS2A	Maintain quality in section / sub-system	30
FPPHTL1B	Use hand held tools	30
FPPEPG2A	Monitor and control power generation system	90
Elective		
FPPCSK1A	Access and modify computer records and documents	60
FPPMHV1A	Operate materials handling vehicles and equipment	60
Total Hours		400

Example 4: Appropriate for a person working via New Apprenticeship pathway to provide the person with broad based work experience and skills that will increase their future employment opportunities and the flexibility of application of the employee's skills by the enterprise. In this example the person is operating in the winder and dry end sector of the industry).

FPP20301: Certificate II in Pulp and Paper (General)		
Unit Code	Unit Name	Nominal Hours
Core		
FPPNUM1A	Estimate and calculate basic data	15
FPPNUM2A	Measure and calculate routine information	20
FPPCOM1A	Use basic workplace communication	30
FPPCOM2A	Prepare and present verbal and written workplace information	20
FPPOHS1A	Follow defined OH&S procedures	30
FPPQAS1B	Apply basic quality assurance practices	15
FPPQAS2A	Maintain quality in section/sub-system	30
FPPHTL1B	Use hand held tools	30
FPPFCO2A	Monitor and control finishing/converting systems operation	20
FPPDEO3A	Monitor and control dry end operations	90
Elective		
FPPCSK1A	Access and modify computer records and documents	60
FPPMHV1A	Operate materials handling vehicles and equipment	60
Total Hours		420

Example 5: Appropriate for a person in the pulping operations sector of the industry.

FPP30101: Certificate III in Pulp and Paper Manufacturing		
Unit Code	Unit Name	Nominal Hours
Core		
FPPNUM1A	Estimate and calculate basic data	15
FPPNUM2A	Measure and calculate routine information	20
FPPNUM3A	Calculate basic performance measures	35
FPPCOM1A	Use basic workplace communication	30
FPPCOM2A	Prepare and present verbal and written workplace information	20
FPPCOM3A	Use advanced workplace communication	20
FPPOHS1A	Follow defined OH&S procedures	30
FPPOHS2B	Implement and monitor OH&S policies and procedures within the work area.	35
FPPQAS1B	Apply basic quality assurance practices	15
FPPQAS2A	Maintain quality in work section/sub-system	30
FPPQAS3A	Coordinate quality assurance process	35
FPPHTL1B	Use hand held tools	30
FPPPRS1A	Solve problems in the workplace (basic)	10
FPPPUL1B	Prepare and start-up pulping operations	90
FPPPUL3A	Monitor and control pulping operations	45
FPPPUL5A	Coordinate and implement pulping plant shutdowns	45
FPPPUL6A	Store and distribute pulped product	45
Elective		
FPPPRS2A	Solve problems in the workplace (advanced)	35
FPPENV2A	Monitor and control environmental hazards	20
Total Hours		605

Example 6: Appropriate for a person in the electricity generation sector of the industry.

FPP30201: Certificate III in Pulp and Paper Services		
Unit Code	Unit Name	Nominal Hours
Core		
FPPNUM1A	Estimate and calculate basic data	15
FPPNUM2A	Measure and calculate routine information	20
FPPNUM3A	Calculate basic performance measures	35
FPPCOM1A	Use basic workplace communication	30
FPPCOM2A	Prepare and present verbal and written workplace information	20
FPPCOM3A	Use advanced workplace communication	20
FPPOHS1A	Follow defined OH&S procedures	30
FPPOHS2B	Implement and monitor OH&S policies and procedures within the work area	35
FPPQAS1B	Apply basic quality assurance practices	15
FPPQAS2A	Maintain quality in work section/sub-system	30
FPPQAS3A	Coordinate quality assurance process	35
FPPHTL1B	Use hand held tools	30
FPPPRS1A	Solve problems in the workplace (basic)	10
FPPEPG1A	Manage a power generation system start-up	45
FPPEPG2A	Monitor and control power generation system	90
FPPEPG3A	Coordinate power generation system shutdown	45
FPPEPG4A	Conduct a technical inspection of power generation plant and equipment	45
Elective		
FPPPRM1B	Undertake preventative maintenance	20
FPPPRS2A	Solve problems in the workplace (advanced)	35
Total Hours		605

Example 7: Appropriate for a person working in a senior position in the wet end section of the industry.

FPP40101: Certificate IV in Pulp and Paper Manufacturing		
Unit Code	Unit Name	Nominal Hours
Core		
FPPNUM1A	Estimate and calculate basic data	15
FPPNUM2A	Measure and calculate routine information	20
FPPNUM3A	Calculate basic performance measures	35
FPPCOM1A	Use basic workplace communication	30
FPPCOM2A	Prepare and present verbal and written workplace information	20
FPPCOM3A	Use advanced workplace communication	20
FPPCOM4A	Engage in complex workplace communication	20
FPPOHS1A	Follow defined OH&S procedures	30
FPPOHS2B	Implement and monitor OH&S policies and procedures within the work area	35
FPPQAS1B	Apply basic quality assurance practices	15
FPPQAS2A	Maintain quality in work section/sub-system	30
FPPQAS3A	Co-ordinate quality assurance process	35
FPPHTL1B	Use hand held tools	30
FPPPRS1A	Solve problems in the workplace (basic)	10
FPPPRS2A	Solve problems in the workplace (advanced)	35
FPPWEO1B	Prepare and start-up wet end operations	90
FPPWEO3A	Monitor and control wet end operations	90
FPPWEO4A	Troubleshoot and rectify wet end systems	175
FPPWEO5A	Coordinate and implement wet end shutdown	45
Elective		
FPPPLN3A	Plan a complex activity	40
BSXFMI302A	Provide leadership in the workplace	40
BSXFMI305A	Manage operations to achieve planned outcomes	40
Total Hours		900

Example 8: Appropriate for a person working in a senior position in the steam generation section of the industry.

FPP40201: Certificate IV in Pulp and Paper Services		
Unit Code	Unit Name	Nominal Hours
Core		
FPPNUM1A	Estimate and calculate basic data	15
FPPNUM2A	Measure and calculate routine information	20
FPPNUM3A	Calculate basic performance measures	35
FPPCOM1A	Use basic workplace communication	30
FPPCOM2A	Prepare and present verbal and written workplace information	20
FPPCOM3A	Use advanced workplace communication	20
FPPCOM4A	Engage in complex workplace communication	20
FPPOHS1A	Follow defined OH&S procedures	30
FPPOHS2B	Implement and monitor OH&S policies and procedures within the work area	35
FPPQAS1B	Apply basic quality assurance practices	15
FPPQAS2A	Maintain quality in work section/sub-system	30
FPPQAS3A	Coordinate quality assurance process	35
FPPHTL1B	Use hand held tools	30
FPPPRS1A	Solve problems in the workplace (basic)	10
FPPPRS2A	Solve problems in the workplace (advanced)	35
FPPSTM1A	Manage steam boiler start-up	65
FPPSTM2A	Monitor and control boiler operation	90
FPPSTM3A	Shutdown and store steam boiler	65
FPPSTM4A	Troubleshoot and rectify boiler plant systems	175
Elective		
FPPPLN3A	Plan a complex activity	40
BSXFMI302A	Provide leadership in the workplace	40
BSXFMI305A	Manage operations to achieve planned outcomes	40
Total Hours		895

Example 9: Appropriate for a person leading one or more production processes on a single pulp and paper manufacturing site.

FPP50101: Diploma in Pulp and Paper Industry Operations		
Unit Code	Unit Name	Nominal Hours
Core		
FPPNUM1A	Estimate and calculate basic data	15
FPPNUM2A	Measure and calculate routine information	20
FPPNUM3A	Calculate basic performance measures	35
FPPCOM1A	Use basic workplace communication	30
FPPCOM2A	Prepare and present verbal and written workplace information	20
FPPCOM3A	Use advanced workplace communication	20
FPPCOM4A	Engage in complex workplace communication	20
FPPOHS1A	Follow defined OH&S procedures	30
FPPOHS2B	Implement and monitor OH&S policies and procedures within the work area	35
FPPQAS1B	Apply basic quality assurance practices	15
FPPQAS2A	Maintain quality in work section/sub-system	30
FPPQAS3A	Coordinate quality assurance process	35
FPPHTL1B	Use hand held tools	30
FPPPRS1A	Solve problems in the workplace (basic)	10
FPPPRS2A	Solve problems in the workplace (advanced)	35
FPPPRS3A	Troubleshoot and rectify pulp and paper systems	130
BSXFMI501A	Manage personal work priorities and professional development	40
BSXFMI503A	Establish and manage effective workplace relationships	40
BSXFMI504A	Participate in, lead and facilitate work teams	40
BSXFMI505A	Manage operations to achieve planned outcomes	40
BSXFMI508A	Develop and maintain a safe workplace and environment	40
FPPPLN3A	Plan a complex activity	40
FPPWEO1B	Prepare and start-up wet end operations	90
FPPWEO3A	Monitor and control wet end operations	90
FPPWEO4A	Troubleshoot and rectify wet end systems	175
FPPWEO5A	Coordinate and implement wet end shutdown	45

Elective		
BSZ401A	Plan assessment	15
BSZ402A	Conduct assessment	15
BSZ403A	Review assessment	5
BSZ404A	Train small groups	30
BSZ406A	Plan a series of training sessions	30
Total Hours		1245

Resources

A range of existing resources is available to support the implementation of the Pulp & Paper Manufacturing Industry Training Package. Many of the resources used to deliver accredited courses will continue to be relevant. Assessment tools designed for accredited courses may be a useful resource when developing

assessment tools against units of competence, but should be reviewed against the assessment requirements for that unit.

Organisations distributing training resources useful for the Pulp & Paper Manufacturing Industry Training Package include:

Contact Details	Resources
<p>Australian Training Products Level 25, 150 Lonsdale Street Melbourne VIC 3000 Tel: 03 9655 0600 Fax: 03 9639 4684</p>	<p>Training Package</p>
<p>Primary Industries Curriculum Maintenance Manager Northern Melbourne Institute of TAFE Phone: 03 9269 1391 Fax: 03 9269 1365</p>	
<p>National ITAB Forest and Forest Products Employment Skills Company Ltd. 1 Grattan Street, Carlton VIC 3053 Telephone: 03 8663 2166 Fax: 03 8663 2167</p>	<p>Branching Out – A guide for workplace trainers in the Australian forest & forest products industry to assist in training package implementation. This publication assists workers in the areas of literacy and numeracy.</p> <p>Training Package</p> <p>Pulp and Paper Manufacturing Industry Training Package Implementation Kit (including Case Studies).</p>
<p>APPITA Carlton Clock Tower 47/1, 255 Drummond Street Carlton VIC 3053 Phone: 03 9347 2377 Fax: 03 9348 1206</p>	<p>The Pulp and Paper Industry's Technical Association</p>

New Apprenticeship Information

Determination of Approved Training Scheme

The following table summarises Approved Training Schemes for the Pulp & Paper Manufacturing Industry Training Package.

Credential		Maximum Duration (months)		Probationary Period (days)		Set of Conditions Which Apply*	State Training Wage Category (skill level)
Code	Title	Full Time	Part Time	Full Time	Part Time		
FPP10101	Certificate I in Pulp and Paper Manufacturing	12	36	30	91	2	B
FPP20101	Certificate II in Pulp and Paper Manufacturing	12	36	30	91	2	B
FPP20201	Certificate II in Pulp and Paper Services	12	36	30	91	2	B
FPP20301	Certificate II in Pulp and Paper (General)	18**	36	30	91	2	B
FPP30101	Certificate III in Pulp and Paper Manufacturing	24**	36	30	91	2	B
FPP30201	Certificate III in Pulp and Paper Services	24**	36	30	91	2	B
FPP40101	Certificate IV in Pulp and Paper Manufacturing	36**	72	91	91	2	B***
FPP40201	Certificate IV in Pulp and Paper Services	36**	72	91	91	2	B***
FPP50101	Diploma in Pulp and Paper Industry Operations	48**	72	91	91	2	B***

*Set of conditions which apply

Set one applies to New Apprenticeships in traditional trade areas.

Set two applies to New Apprenticeships formerly referred to as traineeships.

**These Maximum Durations assume that the apprentice has not gained a lower level qualification prior to entering the training agreement. For example:

If a full time apprentice entered a Certificate IV after gaining a Certificate III, then the duration of the Training Agreement would be substantially shorter than the maximum listed above. The time for the negotiated band of selected units would be incorporated in the Training Agreement signed by the apprentice, employer and RTO.

***Trainees undertaking an AQF IV traineeship will receive the relevant weekly wage rate for AQF III trainees at wage levels A, B or C as applicable with the addition of 3.8 percent of that wage rate.

Note for 'On the job training'

Where the qualification is at Certificate II or above, apprentice/trainees must be withdrawn from routine work duties for a minimum of three hours per week (pro rata for part time apprentices/trainees) for planned training, averaged over a 4 week cycle.

From 1 July 2002 all apprentices/trainees undertaking workplace training at AQF levels 1 and 2 must be withdrawn from routine work duties for a minimum of 1.5 hours per week, averaged over a two month cycle for the purpose of undertaking structured training/learning activities. This release must occur periodically.

The training undertaken during the period of release must include a focus on the compliance and regulatory units and the units concentrating on generic skills. Up to 40 hours of this training may be transferred, to be delivered in one or more blocks during the first three months of the training program.

Glossary

Accreditation	Processes for the formal recognition of courses by State Recognition Authorities. In Victoria, Registered Training Organisations (RTOs) may manage the assessment process leading to accreditation. Accredited courses may use: modules; units of competence from one or more Training Packages; units of competence in combination with modules.
Approved Training Scheme	The formal approval for a new apprenticeship. It details the qualification, maximum duration of the apprenticeship, probationary period, industrial relations arrangements and any other conditions that apply.
Assessment Guidelines	One of the endorsed components of a Training Package. The Guidelines should be read in conjunction with the assessment requirements of each unit of competence. The Guidelines describe the conditions that apply to assessment of package units.
Competency standards	Description of the skills, knowledge and attitudes required to perform in an industry or occupational area. These are made up of units, which are composed of elements, performance criteria (the required level of performance), range of variables (the context and conditions required of the work) and evidence Guide (requirements for assessment).
Curriculum Maintenance Managers (CMM)	Seven TAFE Institutes appointed by OTTE to maintain and distribute Victorian Crown copyright curriculum in specific industry areas. CMMs also advise on the implementation of Training Packages in Victoria.
Customisation	Changes made to qualifications to meet employer, industry or client needs which do not require reaccreditation. Both courses and Training Package qualifications may be customised.
Endorsed components	Parts of a Training Package that are formally approved by the Ministerial Council (MINCO) of the Australian National Training Authority. The endorsed components include the qualification rules, competency standards and assessment Guidelines.
National Training Information Service	A national database which records information on accredited courses, Training Packages and RTOs.
New Apprenticeships	Structured training arrangements involving both on- and off-the-job training for a person employed under a Training Agreement. New Apprenticeships have replaced the old apprenticeships and traineeships. New apprenticeships can be either full or part time and the completion time depends on the industry and the training undertaken.

Nominal duration	Hours of structured training attributed to qualifications and units of competence as a basis for purchasing training. Nominal durations do not appear in the Training Package.
Non-endorsed components	Parts of a Training Package that are not formally approved. They provide support resources for the achievement of competence and qualifications. May include curriculum modules, learning materials, assessment materials and professional development kits.
Qualification rules	One of the endorsed components of a Training Package. Describes how units of competence may be combined to achieve qualifications. May specify core, elective or specialist components.
Recognition authority	The government agency in each State and Territory which has the power to recognise training. The Learning and Employment Skills Commission is Victoria's Recognition Authority.
Registered Training Organisation	Training providers formally recognised by a State Recognition Authority as a capable, responsible and ethical provider of accredited training.
Scope of registration	The accredited training a provider has been registered to deliver.
Supervised training	The anticipated hours of training deemed necessary to adequately present the educational materials associated with the delivery of a training program. The hours associated with work experience, industry placement or field placement are not included.