



**Australian Government**

# **AHCSDT404 Develop and implement laboratory policy and procedures**

**Release: 1**

# AHCSDT404 Develop and implement laboratory policy and procedures

## Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

## Application

This unit of competency describes the skills and knowledge required to develop and implement workplace policies and procedures in a seed testing laboratory, including modifying policy to suit changed circumstances.

It applies to senior seed analysts who analyse information and exercise judgement to complete a range of advanced skilled activities and who demonstrate deep knowledge in a specific technical area. They have accountability for the work of others and analyse, design and communicate solutions to a range of complex problems. All work is carried out to comply with workplace procedures.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

## Pre-requisite Unit

Nil.

## Unit Sector

Seed testing (SDT)

## Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Develop workplace policy and procedures	1.1 Define scope of policy and procedures 1.2 Identify and consult stakeholders as a key component of the development process 1.3 Review operational strategies relevant to all stages of work covered by the policy

Element	Performance criteria
	1.4 Propose recommendations for policy and procedures options based on likely effectiveness, timeframes and cost 1.5 Reflect the organisation's purpose and operational goals in the policy and procedures 1.6 Seek agreement on implementation strategy
2. Communicate the policy	2.1 Promote the policy and procedures and the expected outcome to key stakeholders 2.2 Assign the expected outcomes, activities to be undertaken and responsibilities and inform those involved in implementing the policy and procedures
3. Implement the policy	3.1 Develop and communicate processes to help implement the policy and procedures 3.2 Establish record system for tracking adoption of policy and procedures
4. Review policy implementation	4.1 Provide outcomes and feedback to key personnel and stakeholders 4.2 Identify issues and non-conformances that may require remedial action 4.3 Investigate success or otherwise of policy and procedures 4.4 Modify policy and/or procedures as required

## Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

## Range of Conditions

## Unit Mapping Information

This unit is equivalent to AHCSDT404A Develop and implement laboratory policy and procedures.

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>