



**Australian Government**

# **Assessment Requirements for AHCARB505 Document and audit tree work**

**Release: 1**

# Assessment Requirements for AHCARB505 Document and audit tree work

## Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

## Performance Evidence

The candidate must produce a tree work audit report that contains all findings, recommendations, non-conformance, notifications and an ongoing management plan. The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence for and demonstrate:

- identifying audit objectives, scope and focus
- identifying target operations and documentation
- determining audit process and sampling technique
- determining frequency and random timing of audit event
- preparing audit documentation
- conducting pre-audit communications with client and relevant stakeholders
- gathering relevant information, sample documentation, codes of practice and Australian Standards
- organising on-site inspections to conduct the audit process
- auditing the specific tree works operation being undertaken
- auditing any pruning, removal, transplanting, planting, tree protection techniques and arboricultural practices being undertaken
- inspecting and assessing arboricultural works that may impact on the tree physiology, anatomy, pathology and environment
- auditing works in relation to relevant documentation and legislation
- determining the extent of work with conformance to relevant documentation and legislation
- identifying and recording non-conformance
- assessing extent and manner of non-conformance
- documenting findings and relevant field notes
- inspecting and assessing non-arboricultural works that may impact on the tree or its environment
- determining impact of non-arboricultural works of clients, contractors and stakeholders

- providing feedback on non-arboricultural works to clients, contractors and stakeholders
- providing feedback on the findings of the inspections to clients, contractors and stakeholders
- providing advice for improvement, rectification and management of non-conformances
- prioritising required ongoing management
- documenting audit report and non-conformance notifications
- advising statutory authorities where required
- documenting an ongoing management plan specifying the tree management techniques and practices required to address the audit findings
- documenting a rectification plan specifying the required rectifications of non-conformances
- presenting reports and plans to client and relevant stakeholders.

## Knowledge Evidence

The candidate must demonstrate knowledge of:

- audit objectives, scope and focus
- auditing terminology
- audit processes
- audit sampling techniques
- frequency and random timing of audit events
- preparation of audit documentation
- pre-audit communications
- relevant audit information and sample documentation
- relevant codes of practice and Australian Standards
- relevant legislation and documentation
- on-site inspections
- targeting and documentation of specific tree works operations
- auditing of pruning, removal, transplanting, planting, tree protection techniques and arboricultural practices
- tree physiology, anatomy, pathology and environment
- inspection and assessment of tree physiology, anatomy, pathology and environment
- arboricultural works that may impact on the tree physiology, anatomy, pathology and environment
- non-arboricultural works that may impact on the tree or its environment
- determination of impact of non-arboricultural works
- documentation and legislation relevant to auditing works
- determination of extent of works with conformance to documentation and legislation
- identification of non-conformance
- assessment of extent and manner of non-conformance
- provision of feedback and findings of inspections to clients, contractors and stakeholders
- improvement, rectification and management of non-conformances
- notification of non-conformance

- provision of advice of non-conformance
- documentation of audit reports
- specification of tree management techniques and practices required to address audit findings
- methods of advising statutory authorities
- audit reporting methods
- documentation of an ongoing management plan
- specifications for required rectifications of non-conformances
- documentation of a rectification plan
- report and plan production and presentation.

## Assessment Conditions

Assessment must be demonstrated consistently over time in a suitable range of contexts and have a productivity-based outcome. No single assessment event or report is sufficient to achieve competency in this unit.

Assessment may be conducted in a simulated or real work environment, however determination of competency requires the application of work practices under work conditions.

The mandatory equipment and materials used to gather evidence for assessment include:

- equipment:
  - computer
  - word processing software
  - internet connection
  - digital camera/phone camera
  - trees
- materials:
  - compliance and audit report form

Assessors must satisfy current standards for RTOs in the assessment of arboriculture units of competency.

Assessment must be conducted only by persons who have:

- arboriculture vocational competencies at least to the level being assessed
- current arboriculture industry skills directly relevant to the unit of competency being assessed

## Links

Companion Volume implementation guides are found in VETNet -

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