



Australian Government

Department of Education, Employment and Workplace Relations

AHCARB505A Document and audit tree work

Release: 1

AHCARB505A Document and audit tree work

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the process of documenting and auditing tree work and defines the standard required to: identify and gather relevant documentation and standards; inspect works against documentation/legislation/standards; determine conformance and non-conformance; document inspection and feedback/recommendations; provide feedback to contractors, clients, management and stakeholders.
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Application of the Unit

Application of the unit	This unit applies to the processes of documenting and auditing the tree operations of tree pruning, removal, transplanting, planting and tree protection and the inspection and assessment of non arboricultural works that may impact on the tree or its environment. This standard relates to the process of inspection, assessment against documentation and legislation/standards and documentation of findings and recommendations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
1. Identify and gather information	1.1. A range of potential sources of information is identified. 1.2. Appropriate persons are interviewed. 1.3. Relevant information and sample documentation is gathered.
2. Audit tree works	2.1. Onsite inspection is organised. 2.2. Work is inspected in relation to relevant documentation/legislation. 2.3. The extent of work conformance to relevant documentation/legislation is determined. 2.4. All non-conformances are identified and recorded. 2.5. Extent or manner of non-conformance is assessed. 2.6. Findings and relevant field notes are documented.
3. Assess impact of non-arboricultural works	3.1. Non-arboricultural works that may impact on the tree or its environment are inspected and assessed. 3.2. Impact of non-arboricultural works of clients, contractors and stakeholders is determined. 3.3. Feedback on non-arboricultural works is provided to clients, contractors and stakeholders.
4. Provide feedback to contractors, clients and stakeholders	4.1. Feedback on findings of inspection is provided to client, contractors and/or stakeholders. 4.2. Provide advice for improvement, rectification and/or management of non-conformances. 4.3. Prioritize ongoing management required.
5. Document inspection and feedback and/or recommendations	5.1. Audit report and non-conformance notifications are documented. 5.2. Statutory authorities are advised where required. 5.3. An ongoing management plan and/or rectification plan is documented and presented to the client or management.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

REQUIRED SKILLS AND KNOWLEDGE

- apply audit process to tree pruning, removal, transplant, planting and tree protection
- research and determine documentation including legislation
- understand and apply contract terms
- understand and apply relevant standards and codes of practice
- read and interpret plans
- problem-solving
- use literacy skills to fulfil job roles as required by the organisation. The level of skill may range from reading and understanding documentation to completion of written reports
- use oral communication skills/language competence to fulfil the job role as specified by the organisation including questioning, active listening, asking for clarification, negotiating solutions and responding to a range of views
- use numeracy skills to estimate, calculate and record complex workplace measures
- use interpersonal skills to work with others and relate to people from a range of cultural, social and religious backgrounds and with a range of physical and mental abilities.

Required knowledge

- legal issues and terminology relating to quality auditing
- audit methods and techniques
- relevant codes of practice, regulations and standards
- product and/or service knowledge
- quality principles and techniques
- relevant legislation
- pruning, removal, transplant, planting and tree protection techniques and practices
- tree physiology, anatomy and pathology
- tree management techniques/practices
- impact of non-arboricultural activities on trees
- AS4373-2007 pruning of amenity trees
- relevant Code of Practice.

Evidence Guide

EVIDENCE GUIDE	
The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge and include achievement of the following:</p> <ul style="list-style-type: none"> • identify and gather relevant documentation and standards • Inspect works against documentation/legislation/standards • determine conformance and non-conformance • document inspection and feedback/recommendations • provide feedback to contractors, clients, management and stakeholders.
Context of and specific resources for assessment	Competency requires the application of work practices under work conditions. Selection and use of resources for some worksites may differ due to the regional or enterprise circumstances.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole.	
Trees may include:	<ul style="list-style-type: none"> • all species of trees and woody tree like vegetation forms.
Audits may include:	<ul style="list-style-type: none"> • the evaluation of a person, organisation, system, process, enterprise, project or product.

Unit Sector(s)

Unit sector	Arboriculture
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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