



Australian Government

Department of Education, Employment and Workplace Relations

AHCWRK401A Implement and monitor quality assurance procedures

Release: 1

AHCWRK401A Implement and monitor quality assurance procedures

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the implementation and monitoring of quality assurance procedures and defines the standard required to: establish quality specifications for product; assist in planning of quality assurance procedures; implement, monitor and record quality assurance procedures; provide supervision and training of staff in quality processes.
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Application of the Unit

Application of the unit	This unit applies to production managers and workplace supervisors in agricultural and production horticulture enterprises who implementing and monitoring quality assurance procedures.
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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. Establish quality specifications for product	1.1. Market specifications are sourced. 1.2. Legislated requirements are identified.
2. Identify hazards and critical control points in the production of quality product	2.1. Critical control points impacting on quality are identified. 2.2. Degree of risk for each hazard is determined.
3. Assist in planning of quality assurance procedures	3.1. Procedures for each identified control point are developed to ensure optimum quality. 3.2. Hazards and risks are minimised through application of appropriate controls. 3.3. Processes to monitor the effectiveness of quality assurance procedures are developed.
4. Implement quality assurance procedure	4.1. Responsibilities for carrying out procedures are allocated to staff and contractors. 4.2. Instructions are prepared in accordance with the enterprise the quality assurance program. 4.3. Staff and contractors are given induction training on the quality assurance policy. 4.4. Staff and contractors are given in-service training relevant to their allocated procedures.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- identify hazards and critical control points in the production of quality product
- assist in planning of quality assurance procedures
- provide induction and in-service staff training
- implement quality assurance procedures
- use literacy skills to read, interpret and follow organisational policies and procedures, develop sequenced written instructions, record accurately and legibly information collected and select and apply procedures to a range of tasks
- 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

REQUIRED SKILLS AND KNOWLEDGE

- use numeracy skills to estimate, calculate and record routine and more complex workplace measures and data
- 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

- market requirements for product
- definition of quality
- quality specifications for product
- enterprise and industry quality assurance systems
- Hazard Analysis and Critical Control Points (HACCP) techniques
- strategies for control of hazards to quality
- work place training strategies
- delegation and empowerment
- contingency management.

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"> • establish quality specifications for product • assist in planning of quality assurance procedures • implement, monitor and record quality assurance procedures • provide supervision and training of staff in quality processes.
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.	
System may include:	<ul style="list-style-type: none"> • those relevant across agricultural sectors and products.

Unit Sector(s)

Unit sector	Work
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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