Assessment Requirements for AMPX422
Develop and implement work instructions and SOPs

Release: 1
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Modification History

<table>
<thead>
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<th>Release</th>
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<tr>
<td>1</td>
<td>AMPv1.0</td>
<td>Initial release</td>
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Performance Evidence

The candidate must develop or revise, and implement at least one work instruction or SOP. The candidate must:

- perform tasks necessary to develop and validate work instructions or SOP
- implement the work instructions or SOPs
- assess implementation against the product specifications, workplace health and safety requirements, and ability to meet learning needs of relevant staff.
- collect, record and analyse data
- communicate with work teams and management
- communicate complex technical information to culturally diverse staff
- interpret product specifications, standards and production information
- use enterprise procedures to control document versions
- use computers to develop, control and store documentation
- develop plans
- prioritise tasks
- solve problems
- apply literacy skills to:
  - compile reports
  - use Plain English
  - interpret complex technical specifications or data
  - prepare detailed specifications, procedures and work instructions
  - read and interpret information
  - record and analyse data
  - report progress and technical information
- use numeracy skills to:
  - calculate time and other production data
  - estimate volume, mass and weight
  - gather and record data
• prepare technical reports

Knowledge Evidence
The candidate must demonstrate a broad factual, technical and theoretical knowledge of:
• enterprise Standard Operating Procedures (SOPs)
• product specifications, quality objectives and production parameters
• sources of information relating to equipment and personnel capability
• special language requirements of the workplace
• the nature and sequence of the tasks being documented, time required to perform the task and the relevant product specifications
• the processes for validating documents
• workplace health and safety requirements
• document version control
• workplace chain of communication
• implementation processes
• record keeping requirements.
• communication techniques appropriate for culturally diverse workforce
• Hazard Analysis Critical Control Point (HACCP) and food safety plan
• legal and regulatory requirements impacting the Australian meat processing industry
• methods available to regulate production flows and temperature control
• product and process specifications
• organisational communication systems
• production systems, including corrective actions and control points
• validation techniques

Assessment Conditions
Assessment must be conducted in the workplace.
A minimum of three different assessment tasks must be used.
As a minimum, assessment must consist of:
• project writing, rewriting, or modifying existing work instructions or SOPs (work or scenario based), completing a validation process and developing an implementation plan
• workplace referee’s report.

Assessors must satisfy current standards for RTOs.

Links
Companion Volume implementation guides are found in VETNet -