



Australian Government

Assessment Requirements for AMPX425

Conduct a document review

Release: 1

Assessment Requirements for AMPX425 Conduct a document review

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

The candidates must conduct a document review.

The candidate must:

- complete at least one document review of a section of the Approved Arrangement or Quality System within area of technical expertise
- establish the authenticity of the documents being audited
- identify and assemble documents for a minimum of one audit of an Approved Arrangement or Quality System
- develop and validate a checklist for the audit
- verify compliance with regulatory systems and/or commercial requirements
- explain the process of audit and the reasons for the findings made
- be able to reference the specific requirement that has not been met when a non-conformity is issued
- plan and organise audit activities to conduct the audit effectively
- use information systems, technologies and software, where applicable, to manage security, authorisation and distribution of audit data and records
- interpret evidence and make a judgment on the level of compliance
- prepare well-balanced, factual and objective written audit reports
- use communication methods relevant to different groups and audience

Knowledge Evidence

The candidate must demonstrate a broad factual, technical and theoretical knowledge of:

- the specified regulatory and commercial requirements and their impact on the nominated enterprise
- audit management to develop an audit plan and audit processes
- legislation, regulations, orders, codes and standards applicable to the areas being audited
- the structure, authority levels and lines of reporting within the organisation

Assessment Conditions

Assessment may take place using a sample Approved Arrangement or Quality Assurance system; however, all evidence collected must meet minimum regulatory and commercial requirements.

All evidence must be collected in the context of current Australian standards and regulations, as well as commercial standards which relate to the enterprise.

The assessor and/or assessment team must demonstrate a current working knowledge of the nature, structure and purpose of Approved Arrangements or Quality Assurance system and the regulatory and commercial requirements impacting the nominated enterprise.

The following three forms of assessment must be used:

- Written test or quiz
- Workplace Project
- Workplace referees report

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7>