



**Australian Government**

# **FBPPPL3005 Participate in an audit process**

**Release: 1**

## FBPPPL3005 Participate in an audit process

### Modification History

| Release   | Comments                                                                                       |
|-----------|------------------------------------------------------------------------------------------------|
| Release 1 | This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0. |

### Application

This unit of competency describes the skills and knowledge required for individuals to participate in auditing, where it occurs in an area that the person is not directly responsible for and where they are required to follow a formal, structured process. It is designed to support participation in auditing a range of programs designed to identify hazards, assess risk and implement control measures.

At this level, the person would typically work under direction and may be required to operate within established audit procedures. Participation implies that the person can participate in all stages of an audit but is not responsible for negotiating audit scope, allocating audit tasks to others or reporting on audit outcomes.

All work must be carried out to comply with workplace procedures according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

### Pre-requisite Unit

Nil

### Unit Sector

People, Planning and Logistics (PPL)

### Elements and Performance Criteria

| Elements                                         | Performance Criteria                                                                                                    |
|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| <i>Elements describe the essential outcomes.</i> | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>                  |
| 1. Participate in planning an audit              | 1.1 Establish roles and responsibilities for participating in audit<br>1.2 Determine the purpose and scope of the audit |

| Elements                                             | Performance Criteria                                                                                                                                                                                                                                                                                                                                             |
|------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Elements describe the essential outcomes.</i>     | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>                                                                                                                                                                                                                                                           |
|                                                      | 1.3 Identify and locate information and resources required for audit                                                                                                                                                                                                                                                                                             |
| 2. Participate in conducting an audit                | 2.1 Collect information that is adequate, representative and meets audit requirements<br>2.2 Analyse information to assess adequacy of performance against program<br>2.3 Review program records to compare with the audit compliance requirements<br>2.4 Observe compliance with the program in the workplace<br>2.5 Identify areas requiring corrective action |
| 3. Follow up audit outcomes and prepare action plans | 3.1 Assess audit outcomes that present a risk to the program objectives<br>3.2 Develop a corrective action plan to address the audit outcomes<br>3.3 Prepare adjustments to work activities to address action plan<br>3.4 Communicate the results of the audit and required adjustments to appropriate personnel                                                 |

## Foundation Skills

*This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.*

| Skill              | Description                                                                                                                                                                             |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reading            | <ul style="list-style-type: none"> <li>Read, interpret and consolidate information from briefing notes and other data, and compare against defined criteria and requirements</li> </ul> |
| Writing            | <ul style="list-style-type: none"> <li>Accurately record and complete organisational documents using clear language and correct spelling, grammar and terminology</li> </ul>            |
| Oral communication | <ul style="list-style-type: none"> <li>Clearly explain detailed information using language, tone and pace appropriate to audience</li> </ul>                                            |
| Get the work done  | <ul style="list-style-type: none"> <li>Contribute to continuous improvement of current work practices by applying basic principles of analysis</li> </ul>                               |

## Unit Mapping Information

| Code and title<br>current version                | Code and title<br>previous version                | Comments                                                                                                                                                | Equivalence status |
|--------------------------------------------------|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| FBPPPL3005<br>Participate in an<br>audit process | FDFPPL3005A<br>Participate in an<br>audit process | Updated to meet<br>Standards for Training<br>Packages<br><br>Minor changes to<br>Performance Criteria to<br>clarity intent<br><br>Prerequisites removed | Equivalent unit    |

## Links

Companion Volume Implementation Guides are found in VETNet: -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4>