



Australian Government

FBPPPL5001 Design and maintain programs to support legal compliance

Release: 1

FBPPPL5001 Design and maintain programs to support legal compliance

Modification History

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

Application

This unit of competency describes the skills and knowledge required to design, review and maintain programs to support policy implementation and regulatory compliance.

This unit applies to individuals who work in areas such as health and safety in the workplace, environmental management, food safety, quality and Good Manufacturing Practice (GMP). In workplaces where workplace programs are already in place, the outcomes of this unit can apply to the assessment and review of such programs. Programs involve hazard identification, risk assessment and control.

No 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. Establish workplace program and operating requirements	1.1 Ensure the workplace program reflects workplace policy objectives 1.2 Identify, negotiate and agree roles and responsibilities to support implementation

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 secure resources required to support implementation
2. Establish consultative arrangements	<p>2.1 Establish consultative mechanisms to encourage input from workplace personnel and their representatives</p> <p>2.2 Ensure information on consultation processes is available, appropriate and accessible</p> <p>2.3 Establish procedures to ensure that issues raised are promptly addressed</p> <p>2.4 Establish procedures to ensure that the outcomes of consultation are promptly communicated</p>
3. Develop program procedures	<p>3.1 Ensure procedures outline the process for identifying and reporting actual and potential hazards</p> <p>3.2 Document risk assessment and control measures, and take account of the hierarchy of control</p> <p>3.3 Define corrective action and emergency response procedures</p> <p>3.4 Establish procedures to review program adequacy and effectiveness</p> <p>3.5 Monitor program implementation to ensure procedures are followed and effective</p>
4. Review program information and recording systems	<p>4.1 Record information to meet program and legislative requirements</p> <p>4.2 Ensure record formats and systems are appropriate and accessible to users</p>
5. Establish or review training arrangements to support program implementation and maintenance	<p>5.1 Identify roles and responsibilities of participants involved in implementing the program</p> <p>5.2 Identify mentoring, coaching and training requirements for each role</p> <p>5.3 Provide mentoring, coaching and training support to meet the identified needs</p>
6. Maintain a workplace program	<p>6.1 Provide information on program purpose, requirements, roles and responsibilities in formats appropriate to purpose and audience</p> <p>6.2 Follow program procedures, and identify and address supervisory responsibilities</p> <p>6.3 Analyse workplace program records to identify patterns of non-conformance and opportunities for ongoing improvement</p>

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	<p>6.4 Address hazard identification, risk assessment and control when planning, designing and reviewing change in the workplace</p> <p>6.5 Ensure evaluation of program effectiveness takes account of developments in best practice to support continuous program improvement</p> <p>6.6 Establish and communicate program audit procedures</p>

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"> Analyse documentation from a variety of sources to determine compliance requirements
Writing	<ul style="list-style-type: none"> Write, edit and proofread documents to ensure clear purpose and accuracy Develop procedures for a specific audience using clear language in order to convey explicit information, requirements and recommendations
Navigate the world of work	<ul style="list-style-type: none"> Work independently or with others in making decisions to achieve organisation outcomes Ensure knowledge of legislative requirements is kept up-to-date in order to create and provide accurate information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPPL5001 Design and maintain programs to support legal	FDFPPL5001A Design and maintain programs to support legal compliance	Updated to meet Standards for Training Packages	Equivalent unit

Code and title current version	Code and title previous version	Comments	Equivalence status
compliance		Prerequisites removed	

Links

Companion Volume Implementation Guides are found in VETNet: -

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