



Australian Government

Department of Education, Employment and Workplace Relations

FDFPPL3006A Establish compliance requirements for work area

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the skills and knowledge required to identify compliance requirements that apply to work operations in own work area.
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Application of the Unit

Application of the unit	This unit has application in a production environment where the experienced operator or supervisor is responsible for ensuring that compliance requirements are identified for work operations. This unit may be applied in relation to compliance requirements of occupational health and safety (OHS), food safety, feed safety or environmental management. At this level, the person would typically work under direction and is required to operate within established compliance 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

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify compliance requirements	<p>1.1. Existing operating procedures and specifications are reviewed to identify compliance requirements</p> <p>1.2. Enquires are made to supervisors and specialist staff within the workplace to identify compliance requirements</p> <p>1.3. Information from external organisations and regulatory authorities is accessed to determine compliance requirements</p> <p>1.4. The purpose and scope of compliance requirement are identified</p>
2. Establish compliance arrangements in work area	<p>2.1. Compliance requirement is confirmed and communicated to other staff in work area</p> <p>2.2. Briefings, training and other support are sought from internal and external support staff</p> <p>2.3. Procedures for achieving and monitoring compliance in work area are identified in operating procedures</p> <p>2.4. Procedures to follow for non-compliance event are identified</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Ability to:

- review operating procedures, specifications and other workplace data
- identify internal and external support personnel
- identify and locate required information to identify compliance requirements of own work area
- identify procedures to follow for non-compliance events
- use oral communication skills/language competence to fulfil the job role as specified by the organisation, including questioning, active listening, asking for clarification and seeking advice from supervisor
- work cooperatively within a culturally diverse workforce

Required knowledge

Knowledge of:

- the purpose and intent of compliance
- compliance policies and requirements relevant to own work area
- workplace information and related information management systems
- data assessment methods relevant to monitoring compliance of own work area
- purpose and responsibilities for maintaining records

Evidence Guide

EVIDENCE GUIDE	
<p>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.</p>	
<p>Overview of assessment</p>	<p>Assessment must be carried out in a manner that recognises the cultural and literacy requirements of the assessee and is appropriate to the work performed. Competence in this unit must be achieved in accordance with food safety standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Evidence of ability to:</p> <ul style="list-style-type: none"> • identify compliance requirements and procedures for own work area • identify the purpose compliance and consequences of non-compliance • identify and act issues which may affect establishing an effective compliance framework in work area • document compliance outcomes.
<p>Context of and specific resources for assessment</p>	<p>Assessment must occur in a real or simulated workplace where the assessee has access to:</p> <ul style="list-style-type: none"> • workplace program documentation • compliance procedures and standards as applied in the workplace • advice on related legislation, industry standards and codes of practice • information systems and data collection technology • reporting formats/requirements • workplace/personnel access as required to collect data/observe compliance.
<p>Method of assessment</p>	<p>This unit should be assessed together with core units and other units of competency relevant to the function or work role.</p>
<p>Guidance information for assessment</p>	<p>To ensure consistency in one's performance, competency should be demonstrated on more than one occasion over a period of time in order to cover a variety of circumstances, cases and responsibilities, and where possible, over a number of assessment activities.</p>

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
Compliance	<p>Compliance may relate to:</p> <ul style="list-style-type: none"> • requirements of OHS • food safety • feed safety • environmental management
Information collection methods	<p>Information collection methods include:</p> <ul style="list-style-type: none"> • observation • production data • review of workplace records • accessing relevant technical information

Unit Sector(s)

Unit sector	People management/planning/logistics
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		

