



Australian Government

**Assessment Requirements for MSTGN4011
Coordinate the quality system and
procedures**

Release: 1

Assessment Requirements for MSTGN4011 Coordinate the quality system and procedures

Modification History

Release 1. Supersedes:

- LMTGN4011A Coordinate the quality system and procedures - Equivalent
- LMTLA4001A Monitor compliance with industry standards and regulations - Not equivalent
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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria, and include:

- reading and following work instructions, standard operating procedures (SOPs), safe work practices and other workplace documentation
- applying relevant standards
- determining quality indicators to support the organisation's business goals, and establishing a quality implementation plan to measure product quality and process efficiency
- completing a training needs analysis for at least two (2) workers in an identified production environment, maintaining training records, monitoring quality performance of work teams and ensuring compliance
- communicating effectively within the workplace to provide training and inform relevant personnel about quality assurance system and procedures
- collecting and analysing quality data to evaluate and assess effectiveness of quality system and procedures
- implementing quality improvement strategies
- maintaining accurate records.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- safe work practices and procedures and use of personal protective equipment (PPE)
- relevant Australian Standards
- principles of quality and the application and delegation of responsibilities within quality systems
- organisation quality systems and appropriate national and international quality standards and protocols
- enterprise SOPs
- the organisation business goals and key performance indicators (KPIs)
- principles of policy and procedure development and process improvement

- data management and documentation
- training procedures
- appropriate quality methodologies to measure quality of TCF production processes and quality improvement strategies
- sampling techniques for TCF products
- work health and safety (WHS) and environmental aspects of production and quality processes
- workplace practices and reporting processes
- relevant WHS legislation and codes of practice
- hazard identification and control measures associated with managing quality system and procedures.

Assessment Conditions

- Assessors must:
 - satisfy the assessor competency requirements that are in place at the time of the assessment, as set by the VET regulator
 - have vocational competency in coordinating the quality system and procedures, at least to the level being assessed, with relevant industry knowledge and experience.
- Assessment should occur in operational workplace situations. Where this is not possible, or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment reflecting realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The unit is applicable to all TCF sectors and assessment must ensure it is delivered to suit the industry it is being applied to.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=a203ec5c-de7d-406b-b3e1-8f1a9b76e92e>