



Australian Government

**Assessment Requirements for MSTGN4016
Coordinate the quality system and
procedures**

Release: 1

Assessment Requirements for MSTGN4016 Coordinate the quality system and procedures

Modification History

Release 1. Supersedes **and is equivalent to** MSTGN4011 Coordinate the quality system and procedures.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- coordinated the quality systems and procedures of 1 enterprise, including:
 - developing a quality assurance system for work activities
 - developing a quality implementation plan
 - identifying the training needs of at least 2 workers and organising training to suit their needs
 - collecting and analysing quality data to evaluate and assess effectiveness of quality system and procedures
 - adjusting work procedures to improve quality outcomes.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- aspects of work health and safety legislation and codes of practice relevant to quality assurance, including hazard identification and control measures associated with managing quality system and procedures
- Australian and/or industry standards that govern quality, relevant to the workplace and industry sector (such as *Australian/New Zealand StandardTM AS/NZS 4146:2000 Laundry practice*, applicable to a laundry workplace)
- principles of quality and the application and delegation of responsibilities within quality systems
- organisation business goals and key performance indicators (KPIs)
- principles of policy and procedure development and process improvement
- data management and documentation
- training procedures relevant to the workplace
- methods to measure quality of TCF production processes and quality improvement strategies
- sampling techniques for TCF products
- work health and safety and environmental requirements of production and quality processes
- workplace recording and reporting practices.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
 - a textiles, clothing and footwear (TCF) production environment set up with standard operating procedures (SOPs)
 - access to production staff.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a203ec5c-de7d-406b-b3e1-8f1a9b76e92e>