



Australian Government

Assessment Requirements for PSPREG024 Conduct measurement licensee audit

Release: 1

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Modification History

Release	Comments
1	<p>These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages.</p> <ul style="list-style-type: none">• Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified, the candidate must demonstrate evidence of performance of the following on at least one occasion.

- reading, analysing and interpreting:
 - complex and formal documents
 - technical data and test results
 - regulatory requirements
 - organisational policies and procedures
- communicating the outcome of the audit and recommended corrective action
- scheduling and organising audits to allow for licensee's operational requirements and to maximise effective use of auditor's time and travel needs
- ensuring corrective actions are completed
- identifying, and applying legislation, test procedures, policies and procedures
- preparing for audit
- identifying, analysing and mitigating risks within the audit environment
- gathering objective data and information by a variety of methods
- analysing information gathered to identify compliance issues
- identifying and acting on non-compliance
- maintaining the security and confidentiality of data
- reporting results in the required formats and within expected timeframe
- recording the results of audits and maintaining records
- carrying out appropriate follow-up actions

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- auditing systems
- risk management principles
- hazards that may exist when conducting an audit and ways of controlling risks involved
- national measurement legislation
- powers of inspectors
- use of audit/assessment tools
- industry practices and procedures relating to measurement processes and verification of measuring instruments
- organisational reporting procedures relating to audits
- legal issues and terminology relating to audits
- audit methods and techniques
- codes of practice, regulations and standards
- product and service knowledge relating to measurement process and verification of measuring instruments
- quality principles and techniques relating to measurement process and verification of measuring instruments
- current audit practices

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

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=bebbece7-ff48-4d2c-8876-405679019623>

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