



Australian Government

RIIQUA501E Implement, monitor and develop quality management plans

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with RII Resources and Infrastructure Industry Training Package Version 5.0.

Application

This unit describes the skills and knowledge required to implement, monitor and develop quality management plans in the resources and infrastructure industries.

It applies to those working in management roles. They generally work in teams and have some responsibility for the outcomes of others.

Licensing, legislative and certification requirements may apply to this unit and can vary between states, territories and industry sectors. Users must check requirements with relevant body before applying the unit.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Identify opportunities to develop the framework for quality management plans	1.1 Obtain, interpret and confirm work requirements 1.2 Access, interpret and apply documentation required to implement, monitor and develop quality management plans 1.3 Develop and document quality objectives in accordance with workplace objectives and procedures 1.4 Identify and communicate the standards for quality management systems procedures 1.5 Consult with relevant personnel to review and improve the quality management plans 1.6 Identify quality management responsibilities and include them in job descriptions and duty statements in accordance with workplace procedures
2. Implement processes for encouraging the	2.1 Identify existing or potential quality issues, obtain ideas from others regarding improvements, providing prompt consideration and

ELEMENT	PERFORMANCE CRITERIA
development of ideas to support the quality management plan	feedback to maximise potential benefits 2.2 Communicate with relevant personnel the benefits of quality site procedures and practices according to workplace requirements 2.3 Identify, maintain and monitor the information sources according with workplace procedures
3. Implement the quality plan	3.1 Document how the quality management plan will be introduced or enhanced 3.2 Provide information and resources for the implementation of the quality management plan, in a form readily accessible to others, in a timely and consistent manner 3.3 Provide required training and support to others on the implementation of the quality management plan according to workplace procedures 3.4 Maintain quality management plan records
4. Monitor and update the quality management processes	4.1 Monitor the reviews statistics and outcomes of the systems procedures, in consultation with others, if procedures and practices need to be modified to meet quality management plan targets 4.2 Amend the quality management plan and its implementation when changes are anticipated according to workplace procedures 4.3 Retain documentation according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Writing	Prepares specific information that complies with a range of regulatory requirements, using sector-specific terminology
Oral communication	Conveys information and requirements clearly, and listens carefully
Reading	Identifies and interprets relevant information from workplace procedures, documentation and regulations
Problem solving	Identifies a range of factors that impact on a decision, including own values and principles, the needs, power, values, beliefs and assumptions of stakeholders

Unit Mapping Information

Supersedes and is equivalent to RIIQUA501D Implement, monitor and develop quality management plans.

Links

Companion Volume implementation guides is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272>