



**Australian Government**

# **Assessment Requirements for RIIQUA601D Establish and maintain a quality system**

**Release: 3**

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## Modification History

Release	Comment
1	This unit replaces RIIQUA601A Establish and maintain a quality system
2	Editorial corrections
3	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

## Performance Evidence

Evidence is required to be collected that demonstrates a candidate's competency in this unit. Evidence must be relevant to the roles within this sector's work operations and satisfy all of the requirements of the performance criteria of this unit and include evidence that the candidate:

- locates and applies relevant legislation, documentation, policies and procedures
- works effectively with others to undertake and complete effective establishment and maintenance of a quality system to meet all required outcomes including:
  - preparing for and organising work activities to meet all task requirements
  - communicating clearly and concisely with others to receive and clarify work instructions
  - using a range of communication techniques and aids to advise others of work activity and exclusion zones
- demonstrates completion of the establishment and maintenance of a quality system that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion including:
  - identifying quality responsibilities in job descriptions
  - identifying and clearly communicating standards for quality management systems
  - developing and implementing procedures for quality management
  - monitoring quality activity, identify areas for improvement and implement changes for continuous improvement
  - evaluating and documenting the effectiveness of the quality system
  - evaluating compliance of the quality system

## Knowledge Evidence

The candidate must demonstrate knowledge of establishing and maintaining a quality system through:

- accessing, interpreting and applying the organisation and site requirements and procedures
- apply quality system principles and practice
- determining Industry quality benchmarks
- information collection and review techniques
- locating and applying the continuous improvement principles
- complying with human resource policies and practices
- utilising risk management, principles, strategies and applications
- implementing customer/client relations techniques
- interpreting statistics and report metrics
- applying organisational change and development processes

## Assessment Conditions

- An assessor of this unit must satisfy the requirements of the NVR/AQTF or their successors; and Industry regulations for certification and licensing; and,
- this unit is best assessed in the context of this sector's work environment; and,
- outcomes of this unit that occur in an office-based setting may be assessed in a simulated environment provided it is realistic and sufficiently rigorous to cover all aspects of this sector's workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills; and,
- this unit must be assessed in compliance with relevant legislation/regulation and using policies, procedures, processes and operational manuals directly related to the industry sector for which it is being assessed; and,
- assessment may be conducted in conjunction with the assessment of other Units of Competency; and,
- assessment must confirm consistent performance can be applied in a range of relevant workplace circumstances; and,
- assessors must demonstrate the performance evidence, and knowledge evidence as outlined in this Unit of Competency, and through the minimum years of current\* work experience specified below in an Industry sector relevant to the outcomes of the unit; or,
- where the assessor does not meet experience requirements a co-assessment or partnership arrangement must exist between the qualified assessor and an Industry subject matter expert. The Industry subject matter expert should hold the unit being assessed (or an equivalent unit) and/or demonstrate equivalence of skills and knowledge at the unit level. An Industry technical expert must also demonstrate skills and knowledge from the minimum years of current work experience specified below in the Industry sector, including time spent in roles related to the unit being assessed; and,
- assessor and Industry subject matter expert requirements differ depending on the Australian Qualifications Framework Level (AQF) of the qualification being assessed and/or Industry Sector as follows:

Industry sector	AQF** Level	Required assessor or Industry subject matter expert experience
Drilling, Metalliferous Mining, Coal Mining, Extractive (Quarrying) and Civil Construction	1	1 Year
	2	2 Years
Drilling, Coal Mining and Extractive (Quarrying)	3-6	3 Years
Metalliferous Mining and Civil Construction	3-6	5 Years
Other sectors	Where this Unit is being assessed outside of the Resources and Infrastructure Sectors assessor and/or Industry subject matter expert experience should be in-line with industry standards for the sector in which it is being assessed and where no Industry standard is specified should comply with any relevant regulation.	

\*Assessors can demonstrate current work experience through employment within Industry in a role relevant to the outcomes of the Unit; or, for external assessors this can be demonstrated through exposure to Industry by conducting frequent site assessments across various locations.

\*\*Where a unit is being delivered outside of a Qualification the first numeric character in the Unit code should be considered to indicate the AQF level

## Links

Companion Volume implementation guides are found in VETNet -

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