



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **RTE4915A Implement and monitor quality assurance procedures**

**Release: 1**

## **RTE4915A Implement and monitor quality assurance procedures**

### **Modification History**

Not applicable.

### **Unit Descriptor**

This competency standard covers the process of implementing and monitoring quality assurance procedures in an agricultural or horticultural enterprise. It requires the ability to establish quality specifications for products, identify hazards and critical control points in production, and assist in planning and implementation of quality assurance procedures. Implementing and monitoring quality assurance procedures requires knowledge of market requirements for products, enterprise and industry quality assurance systems, HACCP techniques, strategies for control of hazards, work place training strategies, delegation and empowerment, and contingency management.

### **Application of the Unit**

Not applicable.

### **Licensing/Regulatory Information**

Not applicable.

### **Pre-Requisites**

Not applicable.

### **Employability Skills Information**

Not applicable.

### **Elements and Performance Criteria Pre-Content**

Not applicable.

## Elements and Performance Criteria

### Elements and Performance Criteria

| Element  | Performance Criteria   |
|--|--|
| 1 Establish <b>quality specifications</b> for product                                      | 1.1 Market specifications are <b>sourced</b> .<br>1.2 <b>Legislated requirements</b> are identified.   |
| 2 Identify <b>hazards and critical control points</b> in the production of quality product | 2.1 Critical control points impacting on quality are identified.<br>2.2 Degree of risk for each hazard is determined.  |
| 3 Assist in planning of quality assurance procedures                                       | 3.1 Procedures for each identified control point are developed to ensure optimum quality.<br>3.2 Hazards and risks are minimised through application of appropriate controls.<br>3.3 Processes to monitor the effectiveness of quality assurance procedures are developed.   |
| 4 Implement quality assurance procedures   | 4.1 Responsibilities for carrying out procedures are allocated to staff and contractors.<br>4.2 Instructions are prepared in accordance with the enterprise the quality assurance program.<br>4.3 Staff and contractors are given induction training on the quality assurance policy.<br>4.4 Staff and contractors are given in-service training relevant to their allocated procedures. |

## Required Skills and Knowledge

Not applicable.

## Evidence Guide

### What evidence is required to demonstrate competence for this standard as a whole?

Competence in implementing and monitoring quality assurance procedures requires evidence that quality assurance procedures have been successfully and appropriately implemented and monitored in an agricultural or horticultural enterprise.

The skills and knowledge required to implement and monitor quality assurance procedures must be **transferable** to a range of work environments and contexts. For example, this could include different rural enterprises and commodity areas.

### What specific knowledge is needed to achieve the performance criteria?

Knowledge and understanding are essential to apply this standard in the workplace, to transfer the skills to other contexts, and to deal with unplanned events. The knowledge requirements for this unit are listed below:

market requirements for product

enterprise and industry quality assurance systems

HACCP techniques

strategies for control of hazards

work place training strategies

delegation and empowerment

contingency management.

### What specific skills are needed to achieve the performance criteria?

To achieve the performance criteria, some complementary skills are required. These skills include the ability to:

establish quality specifications for product

identify hazards and critical control points in the production of quality product

assist in planning of quality assurance procedures

implement quality assurance procedures.

### What processes should be applied to this competency standard?

There are a number of processes that are learnt throughout work and life, which are required in all jobs. They are fundamental processes and generally transferable to other work functions. Some of these are covered by the **key competencies**, although others may be added. The questions below highlight how these processes are applied in this competency standard. Following each question a number in brackets indicates the level to which the key competency needs to be demonstrated where 0 = not required, 1 = perform the process, 2 = perform and administer the process and 3 = perform, administer and design the process.

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|--|--|
| 1. How can <b>communication of ideas and information (3)</b> be applied?       | Through interaction with staff and management.   |
| 2. How can <b>information be collected, analysed and organised (3)</b> ?       | Through monitoring of quality assurance procedures according to enterprise standards.                |
| 3. How are <b>activities planned and organised (3)</b> ?                       | According to enterprise quality assurance procedures.  |
| 4. How can <b>team work (3)</b> be applied?                                    | In implementing quality assurance procedures in the enterprise, and in staff training and induction. |
| 5. How can the use of <b>mathematical ideas and techniques (3)</b> be applied? | Through calculations associated with record keeping systems and monitoring records.                  |
| 6. How can <b>problem-solving skills (3)</b> be applied?                       | By dealing with quality assurance contingencies as they arise.                                       |
| 7. How can the <b>use of technology (3)</b> be applied?                        | In maintenance of records and use of computer software applications.                                 |

### Are there other competency standards that could be assessed with this one?

This competency standard **could** be assessed on its own or in combination with other competencies relevant to the job function.

There is essential information about **assessing this competency standard for consistent performance and where and how it may be assessed**, in the Assessment Guidelines for this Training Package. All users of these competency standards must have **access** to the **Assessment Guidelines**. Further advice may also be sought from the relevant **sector booklet**.

## Range Statement

### Range of Variables

The Range of Variables explains the contexts within which the performance and knowledge requirements of this standard may be assessed. The scope of variables chosen in training and assessment requirements may depend on the work situations available

|  |   |
|--|---|
| What <b>quality specifications</b> may be relevant to this competency standard?  | Quality specifications will have a range of measurable dimensions depending upon the product and may include guarantees related to the source and non-contamination of the product. |
| From where can market specifications be <b>sourced</b> ?                         | Relevant quality specifications will be sourced from purchasers of the product e.g., processors or end-use customers.   |
| What <b>legislated requirements</b> may be relevant to this competency standard? | Relevant law may relate to the verification of product quality as part of consumer legislation or specific legislation related to product content or composition.                   |
| What <b>hazards and critical control points</b> should be considered?            | Hazards and critical control points will be identified using the national HACCP procedures or a similar model for auditing the production process.                                  |

For more information on contexts, environment and variables for training and assessment refer to the Sector Booklet.

### Unit Sector(s)

Not applicable.