



Australian Government

AHCARB505 Document and audit tree work

Release: 1

AHCARB505 Document and audit tree work

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to review and audit all aspects of arboricultural operations.

This unit applies to individuals who take personal responsibility and exercise autonomy in undertaking complex work, to analyse and synthesise information, and design and communicate solutions to complex problems. The role involves the self-directed application of knowledge with substantial depth in areas such as auditing, conformance, tree assessment and an extensive range of tree operations.

Licensing, legislative, regulatory, or certification requirements apply to this unit in some states & territories at the time of publication, and may differ according to jurisdiction. Specific determination should be sought through the relevant State or Territory. Works involving this unit of competency may be subject to local tree protection and preservation laws, and the relevant content of applicable Australian Standards.

Pre-requisite Unit

Nil.

Unit Sector

Arboriculture (ARB)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify and gather information	1.1 Identify audit objectives, scope and focus 1.2 Identify target operations and documentation 1.3 Determine audit process and sampling technique 1.4 Determine frequency and random timing of audit event

Element	Performance criteria
	1.5 Prepare audit documentation 1.6 Conduct pre-audit communications with client and relevant stakeholders 1.7 Gather relevant information, sample documentation, codes of practice and Australian Standards
2. Audit tree works	2.1 Organise on-site inspections to conduct the audit process 2.2 Audit the specific tree works operation being undertaken 2.3 Audit any pruning, removal, transplanting, planting, tree protection techniques and arboricultural practices being undertaken 2.4 Inspect and assess arboricultural works that may impact on tree physiology, anatomy, pathology and environment 2.5 Audit works in relation to relevant documentation and legislation 2.6 Determine the extent of work with conformance to relevant documentation and legislation 2.7 Identify and record non-conformance 2.8 Assess extent and manner of non-conformance 2.9 Document findings and relevant field notes
3. Assess impact of non-arboricultural works	3.1 Inspect and assess non-arboricultural works that may impact on the tree or its environment 3.2 Determine impact of non-arboricultural works of clients, contractors and stakeholders 3.3 Provide feedback on non-arboricultural works to clients, contractors and stakeholders
4. Provide feedback to contractors, clients and stakeholders	4.1 Provide feedback on the findings of the inspections to clients, contractors and stakeholders 4.2 Provide advice for improvement, rectification and management of non-conformances 4.3 Prioritise required ongoing management
5. Document and present audit report, notifications and plans	5.1 Document audit report and non-conformance notifications 5.2 Advise statutory authorities where required 5.3 Document an ongoing management plan specifying the tree management techniques and practices required to address the audit findings 5.4 Document a rectification plan specifying the required rectifications of non-conformances 5.5 Present reports and plans to client and relevant stakeholders

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is not equivalent to AHCARB505A Document and audit tree work.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>

Assessment Requirements for AHCARB505 Document and audit tree work

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must produce a tree work audit report that contains all findings, recommendations, non-conformance, notifications and an ongoing management plan. The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence for and demonstrate:

- identifying audit objectives, scope and focus
- identifying target operations and documentation
- determining audit process and sampling technique
- determining frequency and random timing of audit event
- preparing audit documentation
- conducting pre-audit communications with client and relevant stakeholders
- gathering relevant information, sample documentation, codes of practice and Australian Standards
- organising on-site inspections to conduct the audit process
- auditing the specific tree works operation being undertaken
- auditing any pruning, removal, transplanting, planting, tree protection techniques and arboricultural practices being undertaken
- inspecting and assessing arboricultural works that may impact on the tree physiology, anatomy, pathology and environment
- auditing works in relation to relevant documentation and legislation
- determining the extent of work with conformance to relevant documentation and legislation
- identifying and recording non-conformance
- assessing extent and manner of non-conformance
- documenting findings and relevant field notes
- inspecting and assessing non-arboricultural works that may impact on the tree or its environment
- determining impact of non-arboricultural works of clients, contractors and stakeholders
- providing feedback on non-arboricultural works to clients, contractors and stakeholders

- providing feedback on the findings of the inspections to clients, contractors and stakeholders
- providing advice for improvement, rectification and management of non-conformances
- prioritising required ongoing management
- documenting audit report and non-conformance notifications
- advising statutory authorities where required
- documenting an ongoing management plan specifying the tree management techniques and practices required to address the audit findings
- documenting a rectification plan specifying the required rectifications of non-conformances
- presenting reports and plans to client and relevant stakeholders.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- audit objectives, scope and focus
- auditing terminology
- audit processes
- audit sampling techniques
- frequency and random timing of audit events
- preparation of audit documentation
- pre-audit communications
- relevant audit information and sample documentation
- relevant codes of practice and Australian Standards
- relevant legislation and documentation
- on-site inspections
- targeting and documentation of specific tree works operations
- auditing of pruning, removal, transplanting, planting, tree protection techniques and arboricultural practices
- tree physiology, anatomy, pathology and environment
- inspection and assessment of tree physiology, anatomy, pathology and environment
- arboricultural works that may impact on the tree physiology, anatomy, pathology and environment
- non-arboricultural works that may impact on the tree or its environment
- determination of impact of non-arboricultural works
- documentation and legislation relevant to auditing works
- determination of extent of works with conformance to documentation and legislation
- identification of non-conformance
- assessment of extent and manner of non-conformance
- provision of feedback and findings of inspections to clients, contractors and stakeholders
- improvement, rectification and management of non-conformances
- notification of non-conformance
- provision of advice of non-conformance

- documentation of audit reports
- specification of tree management techniques and practices required to address audit findings
- methods of advising statutory authorities
- audit reporting methods
- documentation of an ongoing management plan
- specifications for required rectifications of non-conformances
- documentation of a rectification plan
- report and plan production and presentation.

Assessment Conditions

Assessment must be demonstrated consistently over time in a suitable range of contexts and have a productivity-based outcome. No single assessment event or report is sufficient to achieve competency in this unit.

Assessment may be conducted in a simulated or real work environment, however determination of competency requires the application of work practices under work conditions.

The mandatory equipment and materials used to gather evidence for assessment include:

- equipment:
 - computer
 - word processing software
 - internet connection
 - digital camera/phone camera
 - trees
- materials:
 - compliance and audit report form

Assessors must satisfy current standards for RTOs in the assessment of arboriculture units of competency.

Assessment must be conducted only by persons who have:

- arboriculture vocational competencies at least to the level being assessed
- current arboriculture industry skills directly relevant to the unit of competency being assessed

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>