



Australian Government

AHCSDT404 Develop and implement laboratory policy and procedures

Release: 1

AHCSDT404 Develop and implement laboratory policy and procedures

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to develop and implement workplace policies and procedures in a seed testing laboratory, including modifying policy to suit changed circumstances.

It applies to senior seed analysts who analyse information and exercise judgement to complete a range of advanced skilled activities and who demonstrate deep knowledge in a specific technical area. They have accountability for the work of others and analyse, design and communicate solutions to a range of complex problems. All work is carried out to comply with workplace procedures.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Seed testing (SDT)

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. Develop workplace policy and procedures	1.1 Define scope of policy and procedures 1.2 Identify and consult stakeholders as a key component of the development process 1.3 Review operational strategies relevant to all stages of work covered by the policy

Element	Performance criteria
	1.4 Propose recommendations for policy and procedures options based on likely effectiveness, timeframes and cost 1.5 Reflect the organisation's purpose and operational goals in the policy and procedures 1.6 Seek agreement on implementation strategy
2. Communicate the policy	2.1 Promote the policy and procedures and the expected outcome to key stakeholders 2.2 Assign the expected outcomes, activities to be undertaken and responsibilities and inform those involved in implementing the policy and procedures
3. Implement the policy	3.1 Develop and communicate processes to help implement the policy and procedures 3.2 Establish record system for tracking adoption of policy and procedures
4. Review policy implementation	4.1 Provide outcomes and feedback to key personnel and stakeholders 4.2 Identify issues and non-conformances that may require remedial action 4.3 Investigate success or otherwise of policy and procedures 4.4 Modify policy and/or procedures as required

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 equivalent to AHCSDT404A Develop and implement laboratory policy and procedures.

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 AHCSDT404 Develop and implement laboratory policy and procedures

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Performance Evidence

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 that they can:

- develop and implement workplace policies and procedures
- modify policy to suit changed circumstances
- monitor and analyse effectiveness of policy and procedures
- prepare strategies for communicating and implementing policy and procedures

Knowledge Evidence

The candidate must demonstrate knowledge of:

- enterprise standard operating procedures (SOPs)
- equal employment opportunity, equity and diversity principles and occupational health and safety implications of policy/s being developed
- legislation, protocols and rules impacting on the laboratory workplace
- relevant policy and procedure development and implementation processes
- the role of the International Seed Testing Association (ISTA) and the ISTA Rules for Seed Testing

Assessment Conditions

Assessors must satisfy current standards for RTOs.

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