



Australian Government

AHCWRK404 Implement quality assurance procedures

Release: 1

AHCWRK404 Implement quality assurance procedures

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 9.0.

Application

This unit of competency describes the skills and knowledge required to implement quality assurance procedures.

The unit applies to individuals who apply specialist skills and knowledge to implementing quality assurance procedures. This includes applying and communicating non-routine technical solutions to predictable and unpredictable problems.

All work must be carried out to comply with workplace procedures, health and safety in the workplace requirements, legislative and regulatory requirements.

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

Pre-requisite Unit

Nil

Unit Sector

Work (WRK)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Establish quality specifications for product	1.1 Source market requirements for product 1.2 Identify product quality specifications
2. Identify hazards and critical control points in the production of quality	2.1 Identify hazards and critical control points impacting on product quality

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
product	2.2 Determine the degree of risk for each hazard 2.3 Establish an industry-based systematic approach to quality assurance (QA)
3. Assist in planning of quality assurance procedures	3.1 Develop procedures for each identified control point to meet quality requirements 3.2 Minimise hazards and risks by application of appropriate controls 3.3 Develop QA recordkeeping templates 3.4 Develop processes to monitor the effectiveness of QA procedures 3.5 Establish a document control register
4. Implement quality assurance procedures	4.1 Allocate responsibilities for carrying out QA procedures to staff and contractors 4.2 Prepare QA instructions 4.3 Provide staff and contractors with induction training on the QA policy 4.4 Provide staff and contractors with on-job training relevant to their allocated procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	Identify and interpret information regarding QA requirements
Writing	Use clear language, accurate industry terminology and logical structure to complete QA recordkeeping templates, procedures, processes and instructions
Oral communication	Initiate discussions with staff and contractors, using clear language and standard industry terminology to allocate responsibilities and provide training

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCWRK404 Implement quality assurance procedures	AHCWRK401 Implement and monitor quality assurance procedures	Minor changes to unit title and application Major and minor changes to performance criteria Foundation skills added Major and minor edits to performance and knowledge evidence and assessment conditions	Not equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -

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

Assessment Requirements for AHCWRK404 Implement quality assurance procedures

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Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has implemented quality assurance procedures on at least one occasion and has:

- sourced and identified product market requirements and quality specifications
- identified hazards and critical control points in the production of quality product
- established an industry-based systematic approach to quality assurance (QA)
- assisted in planning of QA procedures
- developed QA recordkeeping templates
- established document control registers
- allocated responsibilities for carrying out QA procedures
- implemented QA procedures
- provided staff and contractor induction and on-job training.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- market requirements for product
- quality specifications for product
- definition of quality
- workplace and industry QA systems, including recordkeeping templates and document control registers
- industry QA principles and techniques, and their application
- strategies for control of hazards to quality
- contingency management
- staff delegation and empowerment
- workplace training strategies.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
 - a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - products relevant to the industry sector
- specifications:
 - product market requirements and quality specifications
 - codes of practice relevant to quality
- relationships:
 - staff and contractors.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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