



Australian Government

AHCWRK510 Audit site operations

Release: 1

AHCWRK510 Audit site operations

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to audit site operations.

This unit applies to individuals who take personal responsibility and exercise autonomy in undertaking complex work. They demonstrate deep knowledge in a specific technical area and analyse, design and communicate solutions to sometimes complex problems.

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

Work (WRK)

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. Determine the scope of the audit	1.1 Prepare objectives and scope of the audit 1.2 Confirm expectations of client or organisation 1.3 Determine the pattern of random or non-random audit events 1.4 Identify individual and personal actions for audit requirements 1.5 Identify groups and processes for audit for audit requirements 1.6 Prepare a list of audit items 1.7 Identify legislative, regulatory and industry requirements for audit
2. Specify the audit requirements	2.1 Identify and document precise parameters of acceptable conditions and results

Element	Performance criteria
	2.2 Describe the relevant sections of Codes of Practice and specific clauses in Australian Standards 2.3 Communicate written guidelines to the audited group and individual staff members 2.4 Provide detailed information to audit groups in a durable format for working conditions
3. Define the audit process	3.1 Determine and assign responsibilities for audit implementation and evaluation 3.2 Determine the timing and frequency of the audit events of audit events 3.3 Confirm schedules and logistical arrangements and plan contingency arrangements 3.4 Confirm expectations with the audited group and individual staff members 3.5 Document audit process and communicate to appropriate people
4. Manage the audit implementation	4.1 Organise an audit meeting in advance at a mutually agreed time 4.2 Examine the activities of audited group and individual staff members 4.3 Identify and record items of compliance and non compliance 4.4 Interview appropriate persons for detailed information, clarification and feedback 4.5 Gather and record relevant information and sample documentation 4.6 Take contingency actions as required and record
5. Evaluate and document the audit findings into a report	5.1 Examine results and findings against audit objectives and present to the audited group or individual 5.2 Seek and reach agreement on corrective action reports 5.3 Explain and discuss context and consequences of audit during follow-up meetings 5.4 Provide feedback on results to client or organisation 5.5 Document the final audit report and present to client or organisation

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 AHCWRK510A Audit site operations

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 AHCWRK510 Audit site operations

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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:

- identify client or organisation expectations
- determine the scope of items for audit
- specify parameters of audit requirements
- define the audit process
- identify compliance and noncompliance items
- implement an audit
- manage the implementation of audits
- plan for and act on contingencies
- evaluate audit findings
- organise scheduling and meetings
- use industry standard terminology.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- audit methodology and techniques
- product or service
- quality principles and techniques
- interview techniques
- workplace documentation and policies
- logistics of operations of organisation
- legal issues and terminology relating to quality auditing
- award and enterprise agreements and relevant industrial instruments
- relevant legislation and regulations from all levels of government
- relevant codes of practice, regulations and Standards.

Assessment Conditions

Assessors must satisfy current standards for RTOs.

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