



Australian Government

AHCWRK519 Audit site operations

Release: 1

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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 audit site operations.

The unit applies to individuals who apply specialised skills and knowledge to audit site operations, take personal responsibility and exercise autonomy in undertaking complex work. They analyse and synthesise information and analyse, design and communicate solutions to sometimes complex problems.

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. 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 requirements 1.6 Prepare a list of audit items

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	1.7 Identify legislative, regulatory and industry requirements for audit
2. Specify the audit requirements	2.1 Identify and document parameters for acceptable conditions and results 2.2 Describe relevant sections of codes of practice and 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 and 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 and communicate audit process to appropriate people
4. Organise and conduct audit	4.1 Organise an audit meeting in advance at a mutually agreed time 4.2 Examine 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 information and sample documentation 4.6 Take contingency actions and record as required
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 and present final audit report to client or organisation

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	Interpret information regarding legislative, regulatory and industry requirements
Writing	Use clear language, accurate industry terminology and logical structure to complete audit documents and report
Oral communication	Initiate discussions with clients, audited group and individual staff, using clear language to discuss audit scope and requirements, audit findings, and audit report

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCWRK519 Audit site operations	AHCWRK510 Audit site operations	Minor changes to application 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 AHCWRK519 Audit site operations

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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 audited site operations on at least one occasion and has:

- determined the scope of items for audit
- identified client or organisation expectations
- interpreted and applied legislative, regulatory and industry requirements relevant to the audit of site operations
- specified parameters of audit requirements
- interpreted and applied codes of practice and Australian standards relevant to the audit of site operations
- defined the audit process
- organised scheduling and meetings
- planned for and acted on contingencies
- organised and completed audit
- identified compliance and non-compliance items
- evaluated audit findings.

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:

- legal issues and terminology relating to quality auditing
- legislative, regulatory and industry requirements relevant to the audit of site operations
- quality principles and techniques
- codes of practice and Australian standards relevant to the audit of site operations
- logistics operations of organisation
- audit methodology and techniques relevant to the audit of site operations
- product or service relevant to site operations
- interview techniques

- workplace documentation and policies relevant to site operations.

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:
 - workplace documentation and policies applicable to the audit of site operations
 - computer hardware and software
- specifications:
 - legislative, regulatory and industry requirements relevant to the audit of site operations
 - codes of practice and Australian standards relevant to the audit of site operations
- relationships:
 - clients, audited group and individual staff.

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

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