



Australian Government

Department of Education, Employment and Workplace Relations

AHCORG406A Oversee compliance with an organic certification scheme

Release 1

AHCORG406A Oversee compliance with an organic certification scheme

Modification History

Release	TP Version	Comments
1	AHC10v4	Initial release

Unit Descriptor

This Unit covers the skills and knowledge required to oversee continued compliance with an organic certification scheme and defines the standard required to: keep production records; keep records that support the organic certification scheme; comply with quality assurance requirements; comply with the specific organic certification scheme; and comply with the food safety requirements of the supply chain.

Application of the Unit

This Unit applies to production managers and workplace supervisors in an organic farming enterprise that are responsible for ensuring compliance within the scope of the selected organic certification scheme.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Nil.

Employability Skills Information

This Unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify compliance requirements of the selected organic standard relating to the farm system	1.1 Access the selected organic certification scheme relevant to the operation and management of the organic farming enterprise. 1.2 Identify and interpret key clauses and requirements of the organic standard that relate to the existing farm system. 1.3 Identify and document compliance of the farm system with the requirements of the selected organic certification scheme. 1.4 Identify and document key farm operations that are impacted by the organic standards.
2. Keep records to comply with organic certification requirements	2.1 Identify the records and detail required for compliance with the organic certification scheme. 2.2 Complete and maintain clear and accurate records to an approved industry standard. 2.3 Communicate recording requirements to appropriate stakeholders and key personnel. 2.4 Monitor the record keeping process and maintain records to the National Organic Standard.
3. Support compliance with organic standards by staff in the farm business	3.1 Identify all steps within the production system that require compliance with the selected organic standards. 3.2 Support staff and key personnel to implement and foster a compliant organic supply chain culture. 3.3 Keep accurate records at all key supply chain steps to verify and maintain compliance.
4. Meet annual audit requirements of the selected organic certification scheme	4.1 Comply with the specific certification requirements. 4.2 Prepare the farm and organic records and documents for audit. 4.3 Conduct an internal organic audit of the farm system and complete associated records and documents. 4.4 Take corrective actions to comply with the specific certification requirements. 4.5 Participate in an annual organic audit. 4.6 Comply with and close any corrective actions requested.
5. Comply with food safety requirements	5.1 Identify food safety requirements that must be satisfied by the farm system to comply with industry standards. 5.2 Communicate food safety requirements to all staff. 5.3 Keep records to demonstrate compliance with food safety requirements to industry standard. 5.4 Correct any non-conformance issues identified by internal audit or industry compliance audit.

Required Skills and Knowledge

This section describes the skills and knowledge required for this Unit.

Required skills include:

Ability to:

- identify critical steps and in the production of organic products
- identify issues that may cause non-compliance with the organic certification scheme
- provide induction and in-service staff training
- implement organic standards and manage contingencies
- plan and organise audit activities
- identify food safety hazards
- keep records and prepare reports to meet compliance and/or client requirements
- respond to corrective action requests
- maintain production and compliance records
- use literacy skills to interpret and follow organisational policies and procedures, develop sequenced written instructions, record accurately and legibly information collected and select and apply procedures to a range of tasks
- use oral communication skills/language competence to fulfil the job role as specified by the organisation including questioning, active listening, asking for clarification, negotiating solutions and responding to a range of views
- use interpersonal techniques to work with others and relate to people from a range of cultural, social and religious backgrounds and with a range of physical and mental abilities.
- use numeracy skills to estimate, calculate and record routine and complex workplace measures and data
- use problem-solving skills to identify and react appropriately to environmental implications, OHS hazards and threats to compliance with the organic certification scheme.

Required knowledge includes:

Knowledge of:

- organic standards and specifications
- applicable food safety and licensing requirements
- farm supply chain market requirements for product
- organic quality specifications for product
- enterprise and industry quality assurance systems
- strategies for control of hazards to organic compliance.

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	A person who demonstrates competency in this Unit must be able to provide evidence that they can oversee compliance with an organic certification scheme.
Critical aspects for assessment and evidence required to demonstrate competency in this Unit	The evidence required to demonstrate competency in this Unit must be relevant to workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge and include achievement of the following: • identify and document compliance requirements of the selected organic standard relating to the farm system • identify and document key farm operations impacted by the organic standards • support key personnel and staff to implement and foster a compliant organic supply chain culture • keep accurate records at all key supply chain steps to verify and maintain organic compliance • conduct an internal organic audit of the farm system and accurately complete associated records and documents • participate in an annual organic audit and successfully close any identified corrective actions • identify food safety requirements and ensure compliance of the farm system with industry standards • ensure all farm records and production data is kept, monitored and maintained in compliance with National Organic Standard requirements.
Context of and specific resources for assessment	Competency requires the application of work practices under work conditions. Selection and use of resources for some worksites may differ due to the regional or enterprise circumstances.
Method of assessment	• Assessment methods must satisfy the endorsed Assessment Guidelines of the AHC10 Training Package and can be assessed holistically with other Units. • Assessment methods must confirm consistency and accuracy of performance (over time and in a

	range of workplace relevant contexts) together with application of required knowledge. • Assessment must be by direct observation of tasks, with questioning on required knowledge and it must also reinforce the integration of employability skills. • Assessment methods must confirm the ability to access, interpret and apply the required knowledge. • Assessment may be applied under project-related conditions (real or simulated) and require evidence of process. • Assessment must confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances. • Assessment may be in conjunction with assessment of other Units of Competency. • The assessment environment should not disadvantage the candidate. • Assessment practices should take into account any relevant language or cultural issues related to Aboriginality, gender or language backgrounds other than English. • Where the participant has a disability, reasonable adjustment may be applied during assessment. • Language and literacy demands of the assessment task should not be higher than those of the work role
Guidance information for assessment	To ensure consistency of performance, competency should be demonstrated on more than one occasion over a period of time in order to cover a variety of circumstances, cases and responsibilities, and where possible, over a number of assessment activities.

Range Statement

The range statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<i>Organic certification scheme</i> may include:	A range of certification programs used by the different organic certifying bodies and where appropriate the different requirements for export to specific countries. • AUS-QUAL Limited (AUSQUAL) • Australian Certified Organic (ACO) • Byo-Dynamic Research Institute • National Association of Sustainable Agriculture Australia (NASAA) • Organic Food Chain (OFC) • Safe Food Production Queensland • Tasmanian Organic Dynamic Producers • ACO Small Producer Scheme • Biological Farmers of Australia • Organic and biodynamic products • Australian and Biodynamic food • National Organic Program (NOP) • Japan Agricultural Standard (JAS).
<i>Key farm operations</i> may include:	• use of production inputs • contractor equipment and machinery • transport equipment and facilities • processing • packaging and labelling • livestock husbandry • environmental management.
<i>Records</i> may include:	• input and output registers • production records • isolation log • organic management plan • client statements • sales and purchases records.
<i>Staff and key personnel</i> may include:	• members of farm family • farm staff • supply and marketing chain personnel.
<i>Food safety requirements</i> may	• national and state legislation

include:	• local council requirements • AS ISO 22000 • Food Safety Standards (Australia) • industry schemes including Livestock Production Assurance • Freshcare • Spotless food safety standard • Salad Good Agricultural Practices (Salad GAP).
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Unit Sector(s)

Organic Production