



Australian Government

Department of Education, Employment and Workplace Relations

AHCSDT404A Develop and implement laboratory policy and procedures

Release 1

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Modification History

Release	TP Version	Comments
1	AHC10v4	Initial release

Unit Descriptor

This competency covers the outcomes required to develop and implement workplace policies and procedures in a seed testing laboratory including the modification of the policy to suit changed circumstances.

Application of the Unit

This Unit applies to supervising analysts or managers of seed testing laboratories. In general, they manage personnel; monitor business performance and budgets; manage OHS processes; plan and monitor QA programs and maintain registration and statutory and legal compliances; develop and maintain laboratory documentation; and prepare for internal and external audits.

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

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| 1. Develop workplace <i>policy and procedures</i> | <ul style="list-style-type: none">1.1 Scope of policy and procedures is defined.1.2 Stakeholders are identified and consulted as a key component of the development process.1.3 Operational strategies relevant to all stages of work covered by the policy are reviewed.1.4 Recommendations for policy and procedures options based on likely effectiveness, timeframes and cost are proposed.1.5 The organisation's purpose and operational goals are reflected in the policy and procedures.1.6 <i>Implementation strategy</i> is agreed. |
| 2. Communicate the policy | <ul style="list-style-type: none">2.1 The policy and procedures and the expected outcome are promoted to key stakeholders.2.2 The expected outcomes, activities to be undertaken and responsibilities are assigned and those involved in implementing the policy and procedures are informed. |
| 3. Implement the policy | <ul style="list-style-type: none">3.1 Processes to help implement the policy and procedures are developed and communicated.3.2 Record system for tracking adoption of policy and procedures is established. |
| 4. Review policy implementation | <ul style="list-style-type: none">4.1 Outcomes and feedback are provided to key personnel and stakeholders.4.2 Issues and non-conformances that may require remedial action are identified.4.3 Success or otherwise of policy and procedures is investigated.4.4 Policy and/or procedures are modified as required. |

Required Skills and Knowledge

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

Required skills includes:

Ability to:

- develop and implement policies and procedures
- interpret business/strategic plans
- evaluate complex and formal documents such as policy, legislation and seed testing protocols
- research, analysing and presenting information
- prepare written reports
- communicate with a range of different workplace personnel
- deal with different points of view and dissenting stakeholders.

Required knowledge includes:

Knowledge of:

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

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	
Critical aspects for assessment and evidence required to demonstrate competency in this Unit	• develop workplace policy and procedures • prepare strategies for communicating and implementing policy and procedures • monitor and analyse effectiveness of policy and procedures.
Context of and specific resources for assessment	This Unit of Competency should be assessed in a laboratory environment that is accredited by either ISTA or NATA, as appropriate.
Method of assessment	The following assessment methods are suggested: • observation of the candidate's interactions with and instruction of, personnel • review of verified records and reports generated by the candidate • feedback from managers regarding the candidate's ability to implement relevant enterprise procedures • review of information developed by the candidate and provided to the workgroup.
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>Policy and procedures</i> may include:	workplace operations; work instructions; temporary instructions; and compliance with industry and government codes and standards.
<i>Stakeholders</i> may include:	employees at all levels of the organisation; certifying agencies; customers; suppliers; regulators; other organisations.
<i>Implementation strategies</i> may include:	• awareness raising among stakeholders. • training of staff in new/altered procedures • marketing and promotional activities.

Unit Sector(s)

Seed Testing