



Australian Government

Assessment Requirements for AMPLDR403 Plan, conduct and report a workplace incident investigation

Release: 1

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Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 8.0.

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 planned, conducted and reported on at least one complete workplace incident investigation, including:

- developed and documented a plan to investigate an incident
- collected, documented and analysed data and information relevant to an investigation
- ensured all individuals involved in the investigation have understood and followed required processes
- prepared and communicated the investigation report to relevant parties, including:
 - identified the root cause, key events, conditions and/or circumstances that resulted in the incident
 - detailed interventions and practical measures to prevent the reoccurrence of the incident.

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:

- relevant legislation
- relevant policies and procedures for incident management and investigation
- investigation procedures
- analysis techniques
- root cause analysis methods
- project planning methods
- report writing procedures
- ethical considerations when conducting investigations
- types and characteristics of incidents that may occur in a meat or food processing workplace.

Assessment Conditions

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

- physical conditions:
 - skills must be demonstrated in a meat or food processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - workplace policies, procedures, forms and records relevant to workplace incidents
 - access to personnel involved in a workplace incident
- specifications:
 - workplace documents such as policies, procedures and processes
 - use of workplace instructions/job specifications/client briefs
 - access to specific legislation/codes of practice
- relationships:
 - interactions with team members.

Assessment for this unit must include at least three forms of evidence.

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

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7>