



Australian Government

Assessment Requirements for FBPPPL3005 Participate in an audit process

Release: 1

Assessment Requirements for FBPPPL3005 Participate in an audit process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

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 participated in an audit process on at least one occasion, including:

- collecting, assessing and providing information as required by the audit process
- acting on risk identified in the audit process
- following up on audit outcomes by developing action plans
- communicating outcomes to work personnel.

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:

- requirements and procedures for participating in an audit
- the purpose and scope of an audit, including the stages involved in the audit process
- roles and responsibilities of individuals involved in an audit process
- types of information required for a range of audit situations, including:
 - health and safety in the workplace
 - quality
 - environmental
- techniques for collecting information, including options, relevance and strengths and weaknesses of each method to ensure data is adequate and representative
- data analysis methods relevant to the audit process
- communication skills and techniques appropriate to the workplace to inform other personnel of audit outcomes and modified work practices
- technical knowledge relevant to the program being audited in order to:
 - verify compliance
 - assess adequacy of control measures

- relevance to industry standards
- purpose and responsibilities for maintaining records
- process to transition audit deficiencies into corrective action plans.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace to collect data and observe compliance
- resources, equipment and materials:
 - workplace program documentation
 - information systems and data collection technology
- specifications:
 - audit procedures and standards as applied in the workplace
 - relevant legislation, industry standards and codes of practice.

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

Links

Companion Volume Implementation Guides are found in VETNet: -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4>