



Australian Government

FBPPPL5001 Design and maintain programs to support legal compliance

Release: 1

FBPPPL5001 Design and maintain programs to support legal compliance

Modification History

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

Application

This unit of competency describes the skills and knowledge required to design, review and maintain programs to support policy implementation and regulatory compliance.

This unit applies to individuals who work in areas such as health and safety in the workplace, environmental management, food safety, quality and Good Manufacturing Practice (GMP). In workplaces where workplace programs are already in place, the outcomes of this unit can apply to the assessment and review of such programs. Programs involve hazard identification, risk assessment and control.

No licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

People, Planning and Logistics (PPL)

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. Establish workplace program and operating requirements	1.1 Ensure the workplace program reflects workplace policy objectives 1.2 Identify, negotiate and agree roles and responsibilities to support implementation

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	1.3 Identify and secure resources required to support implementation
2. Establish consultative arrangements	2.1 Establish consultative mechanisms to encourage input from workplace personnel and their representatives 2.2 Ensure information on consultation processes is available, appropriate and accessible 2.3 Establish procedures to ensure that issues raised are promptly addressed 2.4 Establish procedures to ensure that the outcomes of consultation are promptly communicated
3. Develop program procedures	3.1 Ensure procedures outline the process for identifying and reporting actual and potential hazards 3.2 Document risk assessment and control measures, and take account of the hierarchy of control 3.3 Define corrective action and emergency response procedures 3.4 Establish procedures to review program adequacy and effectiveness 3.5 Monitor program implementation to ensure procedures are followed and effective
4. Review program information and recording systems	4.1 Record information to meet program and legislative requirements 4.2 Ensure record formats and systems are appropriate and accessible to users
5. Establish or review training arrangements to support program implementation and maintenance	5.1 Identify roles and responsibilities of participants involved in implementing the program 5.2 Identify mentoring, coaching and training requirements for each role 5.3 Provide mentoring, coaching and training support to meet the identified needs
6. Maintain a workplace program	6.1 Provide information on program purpose, requirements, roles and responsibilities in formats appropriate to purpose and audience 6.2 Follow program procedures, and identify and address supervisory responsibilities 6.3 Analyse workplace program records to identify patterns of non-conformance and opportunities for ongoing improvement

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	6.4 Address hazard identification, risk assessment and control when planning, designing and reviewing change in the workplace 6.5 Ensure evaluation of program effectiveness takes account of developments in best practice to support continuous program improvement 6.6 Establish and communicate program audit procedures

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	Analyse documentation from a variety of sources to determine compliance requirements
Writing	- Write, edit and proofread documents to ensure clear purpose and accuracy - Develop procedures for a specific audience using clear language in order to convey explicit information, requirements and recommendations
Navigate the world of work	- Work independently or with others in making decisions to achieve organisation outcomes - Ensure knowledge of legislative requirements is kept up-to-date in order to create and provide accurate information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPPL5001 Design and maintain programs to support legal	FDFPPL5001A Design and maintain programs to support legal compliance	Updated to meet Standards for Training Packages	Equivalent unit

Code and title current version	Code and title previous version	Comments	Equivalence status
compliance		Prerequisites removed	

Links

Companion Volume Implementation Guides are found in VETNet: -

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

Assessment Requirements for FBPPPL5001 Design and maintain programs to support legal compliance

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Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has designed (or reviewed) and maintained programs to support legal compliance on at least one occasion, including:

- identifying the legal and regulatory framework for the program
- defining the parameters of the program
- determining compliance requirements for the program and conducting risk analysis
- identifying and engaging relevant personnel through consultative mechanisms
- designing and/or developing program procedures to ensure compliance
- completing detailed reporting to support the maintenance of compliance
- providing support to personnel to ensure compliance
- reviewing and monitoring program to ensure compliance is maintained.

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:

- objectives of legislation, regulations and relevant codes of practice relating to the program area, including the roles of relevant regulatory bodies
- existence of International Organization for Standardization (ISO) 22000:2005 Food safety management systems, ISO 22003:2013 Food safety management systems, and ISO 10393:2013 Consumer product recall
- company policy objectives, related legal requirements and workplace context, including:
 - resource capacity
 - authority levels
 - existing systems and processes, including consultation processes, development/training systems, process improvement, document control and recording requirements

- workplace program objectives, their relationship to policy objectives and to related programs, including the benefits of the program for the company, employees and the wider community as appropriate
- the concept of a management system as it applies to the program area
- the advantages and disadvantages of stand-alone and integrated programs, including:
 - variations in legal obligations and compliance systems
 - objectives and structure of related policies and programs, as well as consideration of audit trails, as appropriate
- principles and processes for hazard identification, risk assessment and control
- the program area and/or internal and external experts and resources to support design and implementation
- the circumstances, conditions or practices likely to result in program non-compliance, and related control options
- technical knowledge and/or access to technical expertise to ensure adequacy of risk control methods and response to non-compliance/emergencies
- problem-solving and process improvement techniques and processes
- program review methods and responsibilities, including internal audit arrangements, as well as external audit arrangements, and where the program supports legal compliance obligations, requirements and frequency of audits.

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
- resources, equipment and materials:
 - technical support and advice as appropriate to the program area
- specifications:
 - workplace policies, business and performance plans and budgets
 - relevant legislation, codes of practice and agreements
 - workplace procedures and related management systems relevant to the program area.

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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