



Australian Government

Assessment Requirements for MSMSUP400

Develop and monitor quality systems

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MSAPMSUP400A Develop and monitor quality systems

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and demonstrate the ability to:

- communicate with relevant personnel to:
 - identify resource requirements and training needs for the quality system
 - define and allocate roles
 - develop quality procedures and documentation
 - implement the quality system
- undertake audits of the system and implement improvements based on audit results
- write procedures and develop forms.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- organisation procedures, including those covering:
 - safety, emergency and hazard controls
 - standard operating procedures
 - record keeping
- business goals and key performance indicators (KPIs) and how they relate to quality system
- targets and measures for production output and quality
- relevant equipment and operational processes
- types and application of quality assurance and quality control mechanisms.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence based on a holistic assessment of the evidence.
- The collection of performance evidence is best done from a report and/or folio of evidence drawn from work activities, which together provides sufficient evidence of the requirements of all the elements and performance criteria.
- A third-party report, or similar, may be needed to testify to the work done by the individual, particularly when the project has been done as part of a project team.

- Assessment may use industry-based simulation for all or part of the unit where the use of real experience is not practicable.
- Assessment should occur in operational workplace situations. Where this is not possible, or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment reflecting realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Assessment in a simulated environment should use evidence collected from one or more of:
 - demonstration of skills
 - industry based case studies/scenarios
 - 'what ifs'.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The regulatory framework will be reflected in workplace policies and procedures and is not required to be independently assessed.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- As a minimum, assessors must satisfy the Standards for Registered Training Organisations 2015 assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027>