



Australian Government

Department of Education, Employment and Workplace Relations

PUAPOLFC006B Contribute to and comply with quality systems

Revision Number: 3

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Modification History

PUAPOLFC006B Release 3: Unit Descriptor revised.
PUAPOLFC006B Release 2: Layout adjusted. No changes to content.
PUAPOLFC006B Release 1: Primary release.

Unit Descriptor

This unit covers the competency required to contribute to and comply with quality system guidelines.

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

Application of the Unit

This unit applies to persons who are required to contribute to quality systems within their workplace as well as comply with set quality systems.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

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 required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Comply with quality system requirements	1.1 <i>Organisational policies and procedures</i> are followed in accordance with quality system requirements. 1.2 Any variations from quality system procedures are clearly documented. 1.3 Non-conformance of laboratory practice is identified and reported in accordance with quality system requirements. 1.4 Corrective action to address non-conformance is implemented.
2. Undertake proficiency testing/casework review	2.1 Internal/external proficiency tests are completed in accordance with organisational policies/guidelines/quality system requirements. 2.2 Case work is submitted for quality assurance review in accordance with organisational policies/guidelines/quality system requirements.
3. Contribute to quality system maintenance	3.1 Quality system issues are raised with designated person in accordance with quality system procedures. 3.2 Audit processes are participated in as required.

Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this unit.

Required Skills

- communicate effectively
- follow instructions and directions
- identify system improvements and deficiencies and convey to management

Required Knowledge

- quality system context in which forensic examinations are conducted
- relevant organisational quality system procedures

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Assessment must confirm the ability to:

- understand and implement quality system requirements

Consistency in performance

Competency should be demonstrated over time and across a range of workplace or simulated situations.

Context of and specific resources for assessment

Context of assessment

Competency should be assessed on-the-job or in a simulated work environment.

Specific resources for assessment

There are no specific resource requirements for this unit.

Method of assessment

In a public safety environment assessment is usually conducted via direct observation in a training environment or in the workplace via subject matter supervision and/or mentoring, which is typically recorded in a competency workbook.

Assessment is completed using appropriately qualified assessors who select the most appropriate method of assessment.

Assessment may occur in an operational environment or in an industry-approved simulated work environment.

Forms of assessment that are typically used include:

- direct observation
- interviewing the candidate
- journals and workplace documentation
- third party reports from supervisors
- written or oral questions

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 in the Performance Criteria is detailed below.

Organisational policies and procedures may include:

- documented procedures in quality manuals, procedures manuals, policy and other administrative guidelines
- non-conformance, variation, corrective action and proficiency testing
- organisation's approach to environmental management and sustainability
- quality system issues (deficiencies and improvements)

Unit Sector(s)

Not applicable.