Modification history

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0.

FBPPPL3002	Establish compliance requirements for work area
Application	This unit of competency describes the skills and knowledge required to establish compliance requirements that apply to work operations in a production environment where the experienced operator or supervisor is responsible for ensuring compliance requirements are identified for work operations in their area of responsibility. This unit applies to individuals who would typically work under direction and is required to operate within established compliance procedures in relations to health and safety, food safety, feed safety or environmental management. No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.
Prerequisite Unit	Nil
Unit Sector	People, Planning and Logistics (PPL)

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify compliance requirements	1.1 Review existing operating procedures and specifications to identify compliance requirements 1.2 Make enquiries within the workplace to identify compliance requirements according to workplace procedures 1.3 Access information from external organisations and regulatory authorities to determine compliance requirements 1.4 Assess the purpose and scope of compliance requirement and impact on work to be performed
2. Establish compliance arrangements in work area	2.1 Confirm and communicate compliance requirements to other staff in work area according to workplace procedures 2.2 Source briefings, training and other support from internal and external support staff to ensure compliance is understood 2.3 Identify procedures for achieving and monitoring compliance in own work area 2.4 Identify procedures to be followed for non-compliance events

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	• Reads and interprets procedures, specifications and other documentation from a variety of sources and consolidates information to determine requirements
Writing	• Accurately records and completes organisational documents using clear language and correct spelling, grammar and terminology
Oral communication	• Effectively participates in verbal exchanges using collaborative and inclusive techniques, including active listening and questioning, and reading of verbal and non-verbal signals to convey and clarify information
Navigate the world of work	• Ensures an up-to-date understanding of legislative requirements
Get the work done	• Contributes to continuous improvement of current work practices by applying basic principles of analysis • Takes responsibility for planning, sequencing, and prioritising tasks and workload for efficiency and effective outcomes • Addresses problems and initiates standard procedures in response, applying problem-solving processes to determine effective solutions • Accepts responsibility and ownership for the task and makes decisions on completion parameters and the need for coordination with others

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPPL3002 Establish compliance requirements for work area	FDFPPL3006A Establish compliance requirements for work area	Updated to meet Standards for Training Packages Minor changes to Performance Criteria for clarity	Equivalent unit

Links	Companion Volumes, including Implementation Guides, are available at VETNet: https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

TITLE	Assessment requirements for FBPPPL3002 Establish compliance requirements for work area

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 established compliance requirements for work areas on at least one occasion, including:

- investigating and identifying compliance requirements and procedures for own work area
- assessing workplace procedures against compliance requirements to determine gaps
- sourcing information and training to assist in establishing an effective compliance framework in work area
- determining the work procedures required to follow, observe and respond to compliance issues.

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:

- operating procedures, specifications and other workplace information
- information required for compliance for own work area
- communication skills to obtain and share information
- requirements for establishing and monitoring procedures
- documenting compliance outcomes
- effect of work procedures on compliance factors in the work area
- purpose and intent of compliance in the workplace
- compliance policies and requirements relevant to own work area, including:
  - work health and safety
  - food safety
  - feed safety
  - environmental management
- data assessment methods relevant to monitoring compliance of own work area
- internal and external support personnel as sources for compliance requirements
- procedures to follow for non-compliance events
- consequences of non-compliance in the workplace.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - information systems and data collection technology
  - workplace/personnel access to collect data and observe compliance
- specifications:
  - workplace program documentation
  - compliance 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.

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