

Modification history

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 9.0.

AHCWRK4X1	Implement quality assurance procedures
Application	<p>This unit of competency describes the skills and knowledge required to implement quality assurance procedures.</p> <p>The unit applies to individuals who apply specialist skills and knowledge to implementing quality assurance procedures. This includes applying and communicating non-routine technical solutions to predictable and unpredictable problems.</p> <p>All work must be carried out to comply with workplace procedures, health and safety in the workplace requirements, legislative and regulatory requirements.</p> <p>No licensing, legislative or certification requirements apply to this unit at the time of publication.</p>
Prerequisite Unit	Nil
Unit Sector	Work (WRK)

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 quality specifications for product	1.1 Source market requirements for product 1.2 Identify product quality specifications
2. Identify hazards and critical control points in the production of quality product	2.1 Identify hazards and critical control points impacting on product quality 2.2 Determine the degree of risk for each hazard 2.3 Establish a Hazard Analysis Critical Control Point (HACCP) approach to quality assurance
3. Assist in planning of quality assurance procedures	3.1 Develop procedures for each identified control point to ensure optimum quality 3.2 Minimise hazards and risks by application of appropriate controls 3.3 Develop quality assurance record keeping templates 3.4 Develop processes to monitor the effectiveness of quality assurance procedures 3.5 Establish a document control register
4. Implement quality assurance procedures	4.1 Allocate responsibilities for carrying out quality assurance procedures to staff and contractors 4.2 Prepare quality assurance instructions 4.3 Provide staff and contractors with induction training on the quality assurance policy 4.4 Provide staff and contractors with on-job training relevant to their allocated procedures

Foundation Skills	
<i>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.</i>	
Skill	Description
Reading	<ul style="list-style-type: none"> Identify and interpret information regarding quality assurance requirements
Writing	<ul style="list-style-type: none"> Use clear language and accurate industry terminology and logical structure to complete quality assurance record keeping templates, procedures, processes and instructions
Oral communication	<ul style="list-style-type: none"> Initiate discussions with staff and contractors, using clear language and standard industry terminology to allocate responsibilities and provide training

Unit Mapping Information			
Code and title current version	Code and title previous version	Comments	Equivalence status
AHCWRK4X1 Implement quality assurance procedures	AHCWRK401 Implement and monitor quality assurance procedures	Minor changes to unit title and application Minor changes to performance criteria Foundation skills added Major and minor edits to performance and knowledge evidence and assessment conditions	Not equivalent

Links
Companion Volumes, including Implementation Guides, are available at VETNet: https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

TITLE	Assessment requirements for AHCWRK4X1 Implement quality assurance procedures
Performance Evidence	
<p>An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.</p> <p>There must be evidence that the individual has implemented quality assurance procedures on at least one occasion and has:</p> <ul style="list-style-type: none"> • sourced and identified product market requirements and quality specifications • identified hazards and critical control points in the production of quality product • established a Hazard Analysis Critical Control Point (HACCP) approach to quality assurance • developed quality assurance record keeping templates • established document control registers • assisted in planning of quality assurance procedures • allocated responsibilities for carrying out quality assurance procedures • provided induction and on-job staff training • implemented quality assurance procedures • used industry standard terminology. 	
Knowledge Evidence	
<p>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:</p> <ul style="list-style-type: none"> • market requirements for product • quality specifications for product • definition of quality • workplace and industry quality assurance systems, including record keeping templates and document control registers • HACCP techniques • strategies for control of hazards to quality • workplace training strategies • staff delegation and empowerment • contingency management. 	
Assessment Conditions	
<p>Assessment of skills must take place under the following conditions:</p> <ul style="list-style-type: none"> • physical conditions: <ul style="list-style-type: none"> • a workplace setting or an environment that accurately represents workplace conditions • resources, equipment and materials: <ul style="list-style-type: none"> • products relevant to the industry sector • specifications: <ul style="list-style-type: none"> • product market requirements and quality specifications • codes of practice relevant to quality including HACCP • relationships: <ul style="list-style-type: none"> • staff and contractors. <p>Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.</p>	
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