

**Modification history**

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

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|--------------------------|--|
| <b>AHCWRK2X6</b>         | <b>Observe workplace quality assurance procedures</b>  |
| <b>Application</b>       | <p>This unit of competency describes the skills and knowledge required to observe workplace quality assurance procedures.</p> <p>The unit applies to individuals who observe workplace quality assurance procedures under general supervision with limited autonomy or accountability.</p> <p>No licensing, legislative or certification requirements apply to this unit at the time of publication.</p> |
| <b>Prerequisite Unit</b> | Nil  |
| <b>Unit Sector</b>       | 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. Identify basic quality assurance (QA) practices | 1.1 Identify hazards to quality in work area<br>1.2 Identify critical control points for immediate work area<br>1.3 Identify the purpose and elements of the QA system and Hazard Analysis Critical Control Point based systems and relate them to workplace requirements<br>1.4 Complete basic record keeping as required by quality process |
| 2. Follow work instructions                        | 2.1 Follow work instructions for quality control for work area<br>2.2 Complete quality documentation  |
| 3. Check quality of product                        | 3.1 Identify quality control measures<br>3.2 Identify inspection and re-inspection procedures<br>3.3 Check the quality of the product or service as prescribed in work instructions<br>3.4 Inform supervisor of problems that affect or could potentially affect quality<br>3.5 Take action to correct the problem as directed                |

**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            | <ul style="list-style-type: none"> <li>Reads and interprets workplace instructions to formulate an understanding of expected requirements and activity</li> </ul> |
| Writing            | <ul style="list-style-type: none"> <li>Prepares workplace records accurately using clear language and industry relevant terminology</li> </ul>                    |
| Oral Communication | <ul style="list-style-type: none"> <li>Uses clear language and standard industry terminology to clarify instructions and report problems to supervisor</li> </ul> |

**Unit Mapping Information**

| Code and title current version                              | Code and title previous version                              | Comments   | Equivalence status |
|---|--|--|--------------------|
| AHCWRK2X6<br>Observe workplace quality assurance procedures | AHCWRK206<br>Observe enterprise quality assurance procedures | Minor changes to unit title and application<br>Minor changes to performance criteria<br>Foundation skills added<br>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>

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|--|--|
| <b>TITLE</b>   | <b>Assessment requirements for AHCWRK2X6 Observe workplace quality assurance procedures</b>  |
| <b>Performance Evidence</b>  |  |
| <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 observed workplace quality assurance procedures on at least one occasion and has:</p> <ul style="list-style-type: none"> <li>• applied basic quality assurance (QA) practices</li> <li>• followed work instructions</li> <li>• checked quality of work</li> <li>• identified and reported quality issues</li> <li>• kept records</li> <li>• used industry standard terminology.</li> </ul>   |  |
| <b>Knowledge Evidence</b>  |  |
| <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"> <li>• workplace production processes relevant to work being undertaken</li> <li>• purpose of a Hazard Analysis Critical Control Point (HACCP) and QA program</li> <li>• the nature of, and requirements for a HACCP and QA plan</li> <li>• risk assessment and identification</li> <li>• workplace QA policies, guidelines and standard operating procedures relevant to work being undertaken and level of responsibility.</li> </ul>   |  |
| <b>Assessment Conditions</b>   |  |
| <p>Assessment of skills must take place under the following conditions:</p> <ul style="list-style-type: none"> <li>• physical conditions: <ul style="list-style-type: none"> <li>• a workplace setting or an environment that accurately represents workplace conditions</li> </ul> </li> <li>• resources, equipment and materials: <ul style="list-style-type: none"> <li>• workplace QA system</li> <li>• work instructions and procedures relevant to observing workplace QA procedures</li> </ul> </li> <li>• specifications: <ul style="list-style-type: none"> <li>• workplace QA policies, guidelines and standard operating procedures</li> </ul> </li> <li>• relationships: <ul style="list-style-type: none"> <li>• supervisor.</li> </ul> </li> </ul> <p>Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.</p> |  |
| <b>Links</b>   | Companion Volumes, including Implementation Guides, are available at VETNet: <a href="https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72">https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72</a> |