Modification history

|  |  |
| --- | --- |
| Release | Comments |
| Release 1 | This version released with FBP Food, Beverage and Pharmaceutical Training Package version 2.0. |

| FBPPPL3005 | Participate in an audit process |
| --- | --- |
| Application | This unit of competency describes the skills and knowledge required for individuals to participate in an internal audit, following a formal structured process conducted to support externally audited programs, in an area that is not the direct responsibility of the individual taking part.The unit applies to individuals who typically work under direction and may be required to operate within a range of programs designed to identify hazards, assess risk and implement control measures, but is not responsible for negotiating audit scope, allocating audit tasks to others or reporting on audit outcomes.No occupational licensing, legislative or certification requirements are known to 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. Participate in planning an audit | 1.1 Establish roles and responsibilities for participating in audit1.2 Determine the purpose and scope of the audit1.3 Identify and locate information and resources required for audit |
| 2. Participate in conducting an audit | 2.1 Collect information that is adequate, representative and meets audit requirements2.2 Analyse information to assess adequacy of performance against program2.3 Review program records to compare with the audit compliance requirements2.4 Observe compliance with the program in the workplace2.5 Identify areas requiring corrective action |
| 3. Follow up audit outcomes and prepare action plans | 3.1 Assess audit outcomes that present a risk to the program objectives3.2 Develop a corrective action plan to address the audit outcomes3.3 Prepare adjustments to work activities to address action plan 3.4 Communicate the results of the audit and required adjustments to appropriate personnel |

| Foundation SkillsThis 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, interprets and consolidates information from briefing notes and other data, and compares against defined criteria and requirements
 |
| Writing | * Accurately records and completes organisational documents using clear language and correct spelling, grammar and terminology
 |
| Oral communication | * Clearly explains detailed information using language, tone and pace appropriate to audience
 |
| Get the work done | * Contributes to continuous improvement of current work practices by applying basic principles of analysis
 |

|  |
| --- |
| Unit Mapping Information |
| Code and title current version | Code and title previous version | Comments | Equivalence status |
| FBPPPL3005 Participate in an audit process | FDFPPL3005A Participate in an audit process | Updated to meet Standards for Training PackagesMinor changes to Performance Criteria to clarity intentPrerequisites removed | 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 FBPPPL3005 Participate in an audit process |
| --- | --- |
| 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 participated in an audit process on at least one occasion, including:* collecting, assessing and providing information as required by the audit process
* acting on risk identified in the audit process
* following up on audit outcomes by developing action plans
* communicating outcomes to work personnel.
 |

| 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:* requirements and procedures for participating in an audit
* the purpose and scope of an audit, including the stages involved in the audit process
* roles and responsibilities of individuals involved in an audit process
* types of information required for a range of audit situations, including:
* work health and safety
* quality
* environmental
* techniques for collecting information, including options, relevance and strengths and weaknesses of each method to ensure data is adequate and representative
* data analysis methods relevant to the audit process
* communication skills and techniques appropriate to the workplace to inform other personnel of audit outcomes and modified work practices
* technical knowledge relevant to the program being audited in order to:
* verify compliance
* assess adequacy of control measures
* relevance to industry standards
* purpose and responsibilities for maintaining records
* process to transition audit deficiencies into corrective action plans.
 |

| Assessment Conditions |
| --- |
| Assessment of skills must take place under the following conditions: * physical conditions:
* skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace to collect data and observe compliance
* resources, equipment and materials:
* workplace program documentation
* information systems and data collection technology
* specifications:
* audit 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. |

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