



**Australian Government**  
**Department of Agriculture  
and Water Resources**

# **CANDIDATE ADVICE**

## **PLANT EXPORT OPERATIONS BRANCH**

### **HOR3002: EXPORT INSPECTION OF HORTICULTURE PRODUCTS**

#### **Competency Standard**

##### **Purpose:**

This unit describes the process for conducting inspections of horticulture products for export.

This unit defines the standard required to:

- define the scope and criteria to conduct an inspection
- define the hazards and risks to work, health and safety
- comply with legislative requirements, departmental policies and importing country requirements
- document and record the inspection.

##### **Key Accountabilities:**

- work effectively in an export environment
- conduct pre-inspection tasks
- conduct flowpath inspection tasks
- conduct horticulture inspection
- pass or fail the inspection
- inspect a resubmitted consignment.

##### **eLearning requirements:**

- Core Modules (Course PE001)
- Grain and Horticulture (Course PE003)
- Horticulture (Course PE007)

| Competency standard                                 | Competency criteria   |
|---|---|
| <b>1. Work effectively in an export environment</b> | 1.1 Complies with: <ul style="list-style-type: none"> <li>• export legislation</li> <li>• APS Values and Code of Conduct</li> <li>• departmental instructional material</li> <li>• Work Health &amp; Safety (WHS) standards.</li> </ul> |
|   | 1.2 Applies effective communication, conflict management and good decision-making techniques.   |
|   | 1.3 Ensures all required export documentation has been completed and/or lodged.   |
| <b>2. Conduct pre-inspection tasks</b>              | 2.1 Receives and validates export documentation.  |
|   | 2.2 Checks for and assesses any importing country requirements.   |
|   | 2.3 Obtains relevant instructional material.  |
|   | 2.4 Checks site WHS and PPE requirements.   |
|   | 2.5 Collects required tools/equipment.  |
| <b>3. Conduct flowpath inspection tasks</b>         | 3.1 Inspects flow path including inspection area and bench.   |
|   | 3.2 Passes or fails the flowpath following correct procedures.  |
| <b>4. Conduct horticulture inspection</b>           | 4.1 Assesses the consignment to ensure the inspection can commence.   |
|   | 4.2 Checks trade description and the overall condition of any packaging.  |
|   | 4.3 Draws samples using relevant sampling techniques and rate.  |
|   | 4.4 Inspects the samples for live pests or contaminants following correct procedures.   |
|   | 4.5 Uses appropriate collection methods to support the identification of pest specimen.   |
| <b>5. Pass or fail the inspection</b>               | 5.1 Passes or fails inspection based on the relevant tolerances.  |
|   | 5.2 Completes the export compliance record and distributes and retains as required.   |
|   | 5.3 Ensures the consignment is segregated and clearly distinguished from other goods.   |
| <b>6. Reinspect a resubmitted consignment</b>       | 6.1 Ensures rejected goods have been reconditioned.   |
|   | 6.2 Receives and validates treatment documentation.   |
|   | 6.3 Inspects the resubmitted consignment following correct procedures.  |

## Competency Standard

### Required knowledge:

- Plant export legislation.
- Good decision making.
- WHS requirements.
- Product identification.
- Treatments.
- Effective communication skills.
- Governance processes.
- Conflict management techniques.
- Correct sampling and inspection techniques.
- Export documentation.

### Required skills:

- Complete export documentation.
- Prepare for inspection.
- Conduct inspection.
- Identify infested produce.
- Understand treatment/reconditioning procedures.
- Appropriately clean and store equipment following inspection.
- Use literacy skills to read, interpret and follow instructional material.
- Record information accurately and legibly.
- Select and apply procedures for a range of tasks.
- Use communication skills to fulfil job role including questioning techniques, implement active listening, clarify information, consult with supervisors, and deal with conflict.
- Use information technology to access plant export instructional material and information.
- Use numeracy skills to estimate, calculate and record routine workplace measurements.
- Use interpersonal skills to work with and relate to people from a range of cultural, social and religious backgrounds.

### Required attitude:

- Behave honestly and with integrity.
- Act with care and diligence.
- Treat everyone with respect and courtesy, and without harassment.
- Comply with all applicable Australian laws.
- Comply with any lawful and reasonable direction given by someone in the department or the third party work site who has authority to give the direction.
- Disclose, and take reasonable steps to avoid any conflict of interest (real or apparent).
- Behave in a manner that upholds the APS Values, and the integrity and good reputation of the APS.
- Perform functions in an impartial and professional manner.
- Be openly accountable for actions taken.
- Be responsive to the Australian Government in providing frank, honest, comprehensive, accurate and timely advice and in implementing the government's policies.

## Candidate Advice

### Competency name HOR3002: Export inspection of horticulture

The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy all of the requirements of the competency criteria and required skills, knowledge and attitude and including:

- define the scope and criteria on which to base an inspection
- apply and follow WHS requirements associated with the inspection
- determine sampling and inspection methodology
- conduct inspection, complying with the department and importing country requirements
- collect a pest specimen for identification
- pass or fail the inspection
- evaluate treatment documentation for resubmitted consignments
- document the inspection to defend the decision-making process.

| Competency Criteria:                             | Demonstration   |
|--|---|
| <b>Work effectively in an export environment</b> | <ul style="list-style-type: none"><li>• Name at least <b>two</b> pieces of legislation that govern your role as an AO</li><li>• Name at least <b>three</b> behaviours that are in accordance with the APS Code of Conduct/APS Values</li><li>• What can you do to avoid unnecessary workplace incidents or accidents?</li><li>• If you find yourself in a conflict situation how would you manage it?</li><li>• How do you ensure that you make the best defensible decision?</li><li>• What are the potential consequences for making an incorrect decision?</li></ul> |
| <b>Conduct pre-inspection tasks</b>              | <ul style="list-style-type: none"><li>• Outline all the tasks you would undertake to prepare for an inspection</li><li>• Show me where you would find the Importing country requirements for &lt;insert country&gt;. How do you know if a country has a defined pest list? From looking at the MICoR case what documentation must the client provide you?</li></ul>   |
| <b>Conduct flowpath inspection tasks</b>         | <ul style="list-style-type: none"><li>• Show me how, and discuss why, you inspect the flowpath and inspection area</li></ul>  |
| <b>Conduct horticulture inspection</b>           | <ul style="list-style-type: none"><li>• Tell me the tasks you would do to start your inspection</li><li>• Explain the trade description requirements for a consignment</li></ul>  |

| Competency Criteria:                     | Demonstration   |
|--|---|
|  | <ul style="list-style-type: none"> <li>• What would you do if some of the consignment had not arrived yet?</li> <li>• How would you know if a consignment has a phytosanitary status and what are you looking for if it does?</li> <li>• Demonstrate how you would sample a consignment of XX (nominate product) using a: <ul style="list-style-type: none"> <li>○ 2 percent rate (end-point sampling)</li> <li>○ 600 unit rate (end-point sampling)</li> <li>○ 2 percent rate (in-line sampling)</li> <li>○ 600 unit rate (in-line sampling)</li> </ul> </li> <li>• Calculate the number of sample packages and the units to inspect based on the scenario provided</li> <li>• List the 4 approved sampling techniques and tell me about how to use one of them.</li> <li>• What pest and disease symptoms and contaminants would you look for when inspecting horticultural products?</li> <li>• Demonstrate the inspection technique you would use when carrying out an inspection of XX (nominate goods)</li> <li>• If a client wants to have a live larvae identified how would you prepare it?</li> </ul> |
| <b>Pass or fail the inspection</b>       | <ul style="list-style-type: none"> <li>• Describe what you would do to pass the consignment</li> <li>• Describe what you would do to fail the consignment using: <ul style="list-style-type: none"> <li>○ End-point sampling</li> <li>○ 600 unit in-line sampling</li> <li>○ 2 percent in-line sampling</li> </ul> </li> </ul>  |
| <b>Inspect a resubmitted consignment</b> | <ul style="list-style-type: none"> <li>• Explain what must happen for failed consignments to be resubmitted</li> </ul>  |

**Title: Candidate Advice HOR3002: Export inspection of horticulture**

| <b>Version Number</b> | <b>Date</b> | <b>Details of Amendment</b>  | <b>Document Owner</b>   | <b>Author</b>   |
|-----------------------|-------------|--|---|-----------------|
| V1.0: HOR3002         | 05/01/2012  | FINAL  | Plant Export Operations Branch, DAFF  | Patricia Voigt  |
| V2.0: HOR3002         | 18/09/2013  | Format Review & Addition of CORE Questions   | Plant Export Operations Branch, DAFF  | Patricia Voigt  |
| V2.1: HOR3002         | 02/10/2013  | Changed branding from “the Department of Agriculture, Fisheries and Forestry” to “the Department of Agriculture” | Plant Export Operations Branch, Department of Agriculture                     | Galen Waterford |
| V3.0: HOR3002         | 12/09/2017  | Revised due to instructional material review and updated training and assessment material                        | Plant Export Operations Branch, Department of Agriculture and Water Resources | IMT             |