



# **Competency and Assessment Requirements**

## **HEP4001: Export inspection of horticulture protocol**

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### Version History

Version	Date	Comments
1.0	17/11/2022	First publication of this document.
2.0	25/07/2023	Removed reference to APS code of conduct and values and replaced with AO terms and conditions.

### Application

This unit describes the skills, knowledge and attributes required of an Authorised Officer (AO) candidate to successfully complete actions and tasks involved in inspecting protocol horticulture for export from Australia in a competency-based assessment.

It applies to individuals with protocol export inspection responsibilities.

To be found competent in this job function, candidates are expected to describe and demonstrate the scope and criteria required to conduct a horticulture product inspection under a protocol.

Candidates will be required to demonstrate compliance with legal/statutory requirements, organisational protocols and industry standards. Candidates will be asked to describe a process, demonstrate process tasks and record the inspection.

### Unit Sector

Assessment

### Pre-requisites

Prior to requesting training or assessment in HEP4001, candidates must have successfully completed the assessment for the related commodity group/s under the HOR3002 job function(for example, citrus).

- HOR3002:1 – Export inspection of fruit and vegetables – Citrus
- HOR3002:2 – Export inspection of fruit and vegetables – Grapes
- HOR3002:3 – Export inspection of fruit and vegetables – Mangoes
- HOR3002:4 – Export inspection of fruit and vegetables – Berries
- HOR3002:5 – Export inspection of fruit and vegetables – Pome/Stonefruit
- HOR3002:6 – Export inspection of fruit and vegetables – Cucurbits
- HOR3002:7 – Export inspection of fruit and vegetables – Dried fruit
- HOR3002:8 – Export inspection of fruit and vegetables – Root vegetables
- HOR3002:9 – Export inspection of fruit and vegetables – Leafy green vegetables

## Competency Standards and Competency Criteria

<b>COMPETENCY STANDARDS</b>	<b>COMPETENCY CRITERIA</b>
<i>Standards describe the essential outcomes.</i>	<i>Competency criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Export requirements	1.1 Understand what protocol markets are. 1.2 Obtain relevant instructional and reference material. 1.3 Locate and access protocol, workplan, explanatory notes, industry management plan, pest and weed tolerances.
2. Protocol RFP	2.1 Identify the additional remarks on protocol market RFPs. 2.2 Locate and record shipping marks.
3. Permitted varieties	3.1 Determine permitted varieties.
4. Export pathways	4.1 Determine export pathways. 4.2 Check the requirements for supporting documents.
5. Labelling	5.1 Determine labelling requirements.
6. Packaging and product security	6.1 Determine packaging and product security requirements.
7. Sampling rates and inspection	7.1 Determine the sampling rates and inspection requirements.
8. Pest, diseases and contaminants	8.1 Locate and apply the requirements for pests, diseases and/or contaminants. 8.2 Apply the requirements for reconditioning and resubmission.
9. Loading	9.1 Ensure the loading requirements are met.
10. Inspection record	10.1 Identify the additional requirements for protocol inspection records.
11. Seeking advice	11.1 Identify resources for where to seek advice.

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

Skill	Competency Criteria	Description
Reading	1.1, 1.2, 1.3, 2.1, 2.2, 3.1, 4.1, 4.2, 5.1, 6.1, 7.1, 8.1, 9.1, 10.1	<ul style="list-style-type: none"> <li>Read, interpret and follow policies, procedures and instructions.</li> <li>Assess protocol requirements.</li> </ul>
Writing	1.1, 1.2, 1.3, 2.1, 2.2, 5.1, 6.1, 10.1	<ul style="list-style-type: none"> <li>Record information and outcomes of protocol inspections.</li> </ul>
Oral Communication	1.1, 2.1, 3.1, 4.1, 4.2, 5.1, 7.1, 9.1, 11.1	<ul style="list-style-type: none"> <li>Participate in exchanges about inspection tasks and requirements.</li> <li>Discuss inspection outcomes with relevant parties.</li> </ul>
Navigate the world of work	2.2, 3.1, 4.1, 4.2, 5.1, 6.1, 7.1, 8.2, 9.1, 11.1	<ul style="list-style-type: none"> <li>Identify, confirm and take responsibility for adherence to legislation, policies, procedures and ethical requirements.</li> </ul>
Interact with others	3.1, 4.1, 4.2, 5.1, 6.1, 7.1, 9.1, 10.1, 11.1	<ul style="list-style-type: none"> <li>Collaborate with supervisors, exporters and the department.</li> </ul>
Get the work done	1.2, 1.3, 2.1, 4.2, 5.1, 6.1, 7.1, 8.1, 8.2, 9.1, 10.1, 11.1	<ul style="list-style-type: none"> <li>Plan a process and related tasks with logically sequenced steps, according to defined procedures.</li> <li>Use defensible decision-making processes, identify information and evaluate inspection outcomes against set policies.</li> </ul>

## Assessment Conditions

Assessors must gather and record evidence from the candidate that demonstrates consistent performance. The assessment conditions must be safe and typical of those experienced in the export environment. This includes access to:

- a quiet, private office area for knowledge assessment
- a protocol horticulture sample for inspection
- access to protocol horticulture product area
- access to inspection area
- inspection equipment
- an internet equipped device.

Candidates must ensure they have allocated sufficient time to participate in assessment and are prepared to demonstrate both their knowledge and performance evidence during this time.

The assessment is open book, and the candidates may refer to any resources they require to provide evidence to the assessor.

Assessors must satisfy the requirements as outlined in departmental policies. Assessors must record sufficient evidence to provide the candidates with an assessment outcome at the end of the assessment. Assessors must not provide any direct feedback to the candidate during the assessment time.

## **Knowledge Evidence**

Candidates must be able to demonstrate essential knowledge to effectively complete the task outlined in the standards and competency criteria of this unit. This includes knowledge of:

- legislation and government protocols
- the AO terms and conditions
- defensible decision making and consequences of incorrect decisions
- WHS requirements
- identifying products
- inspection requirements for flowpath
- relevant sampling techniques and rates
- inspection requirements for conducting protocol horticulture inspections
- collection methods of pest specimens
- requirements for checking transport unit
- pests and diseases of quarantine concern
- confirming treatment actions
- effective communication skills and governance processes
- conflict management techniques
- inspection documentation requirements.

## **Performance Evidence**

Candidates must demonstrate the ability to complete tasks outlined in the standards and competency criteria of this unit, including:

- accessing and using legislation
- conducting pre-inspection tasks
- validating supporting documentation
- demonstrating how to
  - work safely and avoid workplace incidents or accidents
  - access departmental policies, procedural documents and government protocols
  - navigate a government protocol and/or work plan
  - inspect at least one (1) protocol horticulture product consignment

- complete at least one (1) protocol inspection record based on a scenario provided
- demonstrating actions taken to
  - pass a consignment
  - reject a consignment
  - complete a reinspection of a consignment.

The evidence requirements for each occasion must include:

- completion of protocol export documentation
- preparing for a protocol inspection
- carrying out a protocol inspection
- identifying infested consignments
- cleaning and storing equipment and materials following inspection
- accurately recording protocol inspection results
- selecting and applying procedures specific to tasks associated with protocol prescribed grains and plant product inspections
- using effective communication skills when conducting inspection, including questioning techniques, active listening, clarifying information, consulting with supervisors and exporters and dealing with conflict
- applying appropriate interpersonal skills to work with and relate to people from a diverse range of cultures, social and religious backgrounds.

## Links

Job function prospectus

[HEP4001: Export inspection of horticulture protocol](#)