



GSEP4001: EXPORT INSPECTION OF PRESCRIBED GRAIN AND PLANT PRODUCTS PROTOCOL

Competency Standard

Purpose:

This unit describes the process to locate, interpret and apply importing country requirements to the export inspection of of prescribed grain and plant products for protocol markets.

This unit defines the standard required to:

- comply with legislation, the departments and importing country requirements
- identify and apply the criteria to perform export inspections to protocol markets
- document and record the export inspection of horticulture protocol products

Key Accountabilities:

Locate and interpret the following country/product specific information to understand and perform export inspections to protocol markets:

- export requirements
- protocol RFP and supporting documents
- permitted species
- sampling rates and inspection
- pests, diseases and contaminants
- inspection record
- seeking advice

Prerequisite job function requirements:

- PGG3001:1 – Export inspection of prescribed grain and plant products: packaged
- OR**
- PGG3001:2 – Export inspection of prescribed grain and plant products: bulk into containers
- OR**
- PGG3001:3 – Export inspection of prescribed grain and plant products: bulk into bulk vessels



GSEP4001: Export Inspection of Prescribed Grain and Plant Products Protocol

Competency standard	Competency criteria
1. Export requirements	1.1 Ensure the understanding of protocol markets
	1.2 Obtain relevant instructional and reference material
	1.3 Locate and access protocol, 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 lot number
	2.3 Locate supporting documents
3. Permitted varieties	3.1 Determine permitted species
4. Sampling rates and inspection	4.1 List sampling rates
5. Pests, diseases and contaminants	5.1 Locate and apply the requirements for pests, diseases and/or contaminants
	5.2 Apply the requirements for treatment and resubmission
6. Inspection record	6.1 Identify the additional requirements for protocol inspection records
7. Seeking advice	7.1 Identify resources for where to seek advice



Competency Standard		
<p>Required knowledge:</p> <ul style="list-style-type: none"> • Access and use legislation • Apply defensible decision making • Follow WH&S requirements • Identify products, pests and diseases • Confirm treatments actions • Use effective communication skills & apply governance processes • Apply conflict management techniques • Apply correct sampling and inspection techniques • Complete export certification documentation 	<p>Required skills:</p> <ul style="list-style-type: none"> • Completion of export documentation • Prepare for inspection • Carry out inspection • Identifying infested produce • Treatment/Recondition procedures • Clean and store equipment and materials following inspection • Use literacy skills to read, interpret and follow organisational policies, procedures, instructions. • Record accurately and legibly information collected • Select and apply procedures for a range of tasks • Use communication skills to fulfil job role including questioning techniques, active listening, clarifying information, consulting with supervisors, dealing with conflict and using technology • Use numeracy skills to estimate, calculate and record routine workplace measures. • Use interpersonal skills to work with and relate to people from a range of cultural, social and religious backgrounds 	<p>Required attitude:</p> <ul style="list-style-type: none"> • 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 employee’s Agency who has authority to give the direction • Disclose, and take reasonable steps to avoid any conflict of interest (real or apparent) • At all times behave in a way that upholds the APS Values and the integrity and good reputation of the APS • Perform function in an impartial and professional manner • Be openly accountable for your actions • Be responsive to the Government in providing frank, honest, comprehensive, accurate and timely advice and in implementing the Government’s policies and programs



Candidate Advice - Demonstration	
Competency name GSEP4001: EXPORT INSPECTION OF PRESCRIBED GRAIN AND PLANT PRODUCTS PROTOCOL	
<p>The evidence required to demonstrate competency in this unit is to be relevant to workplace operations and satisfy holistically all of the requirements of the competency criteria and required skills, knowledge and attitude and include achievement of the following:</p> <ul style="list-style-type: none"> • Comply with legislation, the departments and importing country requirements • Identify and apply the criteria to perform export inspections to prescribed grain and plant products protocol markets • Document and record the export inspection of protocol grain and plant products 	

Competency Criteria:	Demonstration
Export requirements	<ul style="list-style-type: none"> • Explain your understanding of what protocol markets are • Describe where to locate the Reference: Table of plant export protocol markets • Describe where to locate Guideline: <i>Inspection of prescribed grain and plant products for export, Volume 6A: Pests and contaminants of grain and plant products, Work Instruction: Inspecting prescribed grain and plant products for export</i> • Demonstrate where to locate and access protocol, explanatory notes, industry management plan and pest and weed tolerances
Protocol RFP	<ul style="list-style-type: none"> • Explain how you would identify any additional remarks on protocol market RFPs • Describe where to locate and record lot numbers • Describe where to locate supporting documents • List 4 different supporting documents
Permitted varieties	<ul style="list-style-type: none"> • Describe how and where you would locate a list of permitted species
Sampling rates and inspection	<ul style="list-style-type: none"> • List sampling rates • Tell me the tasks you would do to start your inspection • Explain the trade description and packaging requirements for a consignment • Demonstrate how you would sample and inspect a consignment
Pests, diseases and contaminants	<ul style="list-style-type: none"> • Tell me how you would locate and apply the requirements for pests, diseases and/or contaminants



Competency Criteria:	Demonstration
	<ul style="list-style-type: none">• Apply the requirements for treatment and resubmission
Inspection record	<ul style="list-style-type: none">• How to locate additional declarations for protocol inspection records
Seeking advice	<ul style="list-style-type: none">• Explain how you would identify resources to seek further advice, if needed



Competency Verification - Competent

Assessor Verification of Competence – GSEP4001: Export Inspection of Prescribed Grain and Plant Products Protocol

I declare that (Candidate Name):

1. Has demonstrated the application of knowledge, skill and attitude to the workplace for all elements in this competency standard
2. Is technically correct in all the evidence put forward, and
3. Consistently meets all organisational requirements.

Candidate Signature

Date

Assessor Signature

Date

Assessor Signature

Date



Competency Verification – Not Yet Competent/Pending/Withdrawn

Assessor Verification of Not Yet Competent – GSEP4001: Export Inspection of Prescribed Grain and Plant Products Protocol	
I declare that (Candidate Name):	
1. Has not yet demonstrated the application of knowledge, skill and attitude to the workplace for all elements in this competency standard 2. Is not yet technically correct in all the evidence put forward and 3. Is yet to consistently meet all organisational requirements.	
Candidate Signature	Date
Assessor Signature	Date
Assessor Signature	Date

PEA to complete once they have advised the AO candidate of the next step:

	Assessment Outcome	Individual learning Plan (ILP)*	Voluntary training**	Mandatory training***	Re-assessment type
<input type="checkbox"/>	Not Yet Competent 1 (NYC1)	✓	N/A	✓	Full
<input type="checkbox"/>	Not Yet Competent 2 (NYC2)	✓	✓	N/A	Partial
<input type="checkbox"/>	Withdrawn	✓	N/A	✓	Full

*An ILP has been developed and talked through with the candidate. Each ILP is to be signed by both the PEA and the candidate.

**A copy of the ILP is to be given to the candidate.

***The candidate can choose to request on-the-job training or proceed direct to their initial assessment/re-assessment.

****The candidate is to undergo mandatory training before they can be re-assessed. There is to be a minimum of 3 weeks between mandatory training and full re-assessment.



Title: Candidate Advice GSEP4001: Export Inspection of Prescribed grain and plant products				
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