



Australian Government

**Department of Agriculture,
Fisheries and Forestry**

Competency and Assessment Requirements

PGG3001 Export Inspection of prescribed grain and plant products

PGG3001: Export Inspection of prescribed grain and plant products

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 document describes the skills, knowledge and attributes required of a plant export Authorised Officer (AO) candidate to successfully complete tasks involved in inspecting prescribed grain and plant products for export from Australia in a competency-based assessment.

Competency Standards and Competency Criteria

COMPETENCY STANDARDS	COMPETENCY CRITERIA
<i>Standards describe the essential outcomes.</i>	<i>Competency criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Work effectively in an export environment	1.1 Demonstrate compliance with export legislation, Authorised officer (AO) terms and conditions, departmental instructional material and work health and safety (WHS) requirements. 1.2 Apply effective communication, conflict management and decision-making techniques. 1.3 Verify all required export documentation has been completed and/or lodged.
2. Conduct pre-inspection tasks	2.1 Receive and assess export documentation. 2.2 Determine and assess any importing country requirements. 2.3 Obtain relevant instructional and reference material. 2.4 Collect required tools/equipment. 2.5 Check site WHS and personal protective equipment (PPE) requirements. 2.6 Determine the inspection area is adequate.

COMPETENCY STANDARDS	COMPETENCY CRITERIA
3. Conduct the flowpath inspection tasks	3.1 Inspect flowpath, including the inspection area and bench. 3.2 Pass or fail the flowpath following correct procedures. 3.3 Check empty containers (if present). 3.4 Obtain vessel approval (if relevant).
4. Conduct the goods inspection tasks	4.1 Assess the consignment to ensure the inspection can commence. 4.2 Check trade description and overall condition of any packaging. 4.3 Draw sample randomly using relevant sampling techniques and rate. 4.4 Inspect the sample for live pests or contaminants following correct procedures. 4.5 Use appropriate collection methods to support the identification of pest specimens.
5. Pass the goods after inspection	5.1 Pass inspection based on relevant tolerances. 5.2 Complete the inspection record and distribute and retain as required. 5.3 Ensure the consignment is segregated and clearly distinguished from other goods.
6. Reject the goods following inspection	6.1 Fail inspection based on the relevant tolerances. 6.2 Complete the inspection record and distribute and retain as required. 6.3 Ensure the rejected consignment is segregated and clearly distinguished from goods that have passed inspection.
7. Inspect resubmitted goods	7.1 Ensure rejected goods have been treated appropriately. 7.2 Receive and validate treatment documentation. 7.3 Inspect the resubmitted consignment following correct procedures.

Foundation Skills

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

Skill	Performance Criteria	Description
Reading	1.1, 1.3, 2.1, 2.3, 3.2, 4.1, 4.2, 4.3, 5.1, 5.2, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3	<ul style="list-style-type: none"> Read, interpret and follow policies, procedures and instructions. Verify export documentation is completed/lodged.
Writing	1.3, 3.2, 5.2, 6.2, 7.2, 7.3	<ul style="list-style-type: none"> Record outcomes of inspections.
Oral Communication	1.2, 2.4, 2.6, 3.4, 4.1	<ul style="list-style-type: none"> Participate in exchanges about inspection tasks and requirements. Discuss inspection outcomes with relevant parties.
Navigate the export environment	1.1, 1.2, 1.3	<ul style="list-style-type: none"> Identify, confirm and take responsibility for adherence to legislation, policies, procedures and ethical requirements.
Interact with others	1.2, 1.3, 2.1, 2.4, 2.6, 3.4, 6.2, 6.3, 7.2	<ul style="list-style-type: none"> Collaborate with supervisors, exporters and the department.
Get the job done	2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 3.1, 3.2, 3.3, 3.4, 4.1, 4.2, 4.3, 4.4, 4.5, 5.1, 5.2, 5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3	<ul style="list-style-type: none"> Plan a process and related tasks with logically sequenced steps, according to defined procedures. Use defensible decision-making processes, identify information and evaluate inspection outcomes against set policies.

Assessment Conditions

Assessors will gather and record evidence from the candidate that demonstrates their competency. 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 prescribed grain or plant product sample for inspection
- prescribed grain or plant product area
- 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.

Knowledge Evidence

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

- legislation
- 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 prescribed grain or plant products
- 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 perform tasks outlined in the competency standards and competency criteria, 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 instructional material
 - select and apply procedures specific to tasks associated with prescribed grains and plant product inspections
 - inspect at least 1 prescribed grain or plant product consignment
 - identify infested consignments
 - complete at least 1 inspection record based on a scenario provided
 - pass a consignment
 - reject a consignment

- inspect a resubmitted consignment.
- using effective communication skills when conducting inspection, including questioning techniques, active listening, clarifying information, consulting with supervisors and exporters and dealing with conflict
- using appropriate interpersonal skills to work with and relate to people from a diverse range of cultures, social and religious backgrounds.

Links

Job function prospectus

[PGG3001: Export inspection of prescribed grains and plant products](#)