

Modification history

Release	Comments
Release 2	This version released with AHC Agriculture, Horticulture, Conservation and Land Management Training Package Version 4.0.
Release 1	This version released with AHC Agriculture, Horticulture, Conservation and Land Management Training Package Version 1.0.

AHCARB505	Specify and audit tree work
Application	<p>This unit of competency describes the skills and knowledge required to review and audit arboriculture operations for tree establishment, restoration, repair, protection and removal works and produce specifications required to rectify identified non-compliance.</p> <p>The unit applies to individuals who analyse information and exercise judgement to complete a range of advanced skilled activities and demonstrate deep knowledge in a specific technical area. They have accountability for the work of others and analyse, design and communicate solutions to a range of complex problems.</p> <p>Legislation, regulations and by-laws relating to the treatment and removal of trees apply nationally and in some states, territories and jurisdictions.</p>
Prerequisite Unit	Nil
Unit Sector	Arboriculture (ARB)

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Identify and prepare audit information	1.1 Identify audit objectives, scope and focus 1.2 Identify target operations and documentation 1.3 Determine audit process and sampling technique 1.4 Determine frequency and schedule of audit events 1.5 Acquire and prepare audit documentation and information ready for audit 1.6 Conduct pre-audit communications with client and relevant stakeholders
2. Audit tree works	2.1 Organise on-site inspections to conduct audit process 2.2 Audit tree work operations being undertaken 2.3 Inspect and assess impact of arboricultural tree work on the tree health, structure, environment and development works 2.4 Audit works according to prepared documentation and legislative and regulatory requirements 2.5 Audit work to identify compliance with project documentation and legislative and regulatory requirements 2.6 Record non-compliance according to audit procedures 2.7 Assess extent and manner of non-compliance against workplace and industry standards 2.8 Document findings according to audit and workplace procedures
3. Assess impact of non-arboricultural works	3.1 Inspect and assess non-arboricultural works impacting on the tree or work environment 3.2 Determine impact of non-arboricultural works of stakeholders 3.3 Provide feedback on non-arboricultural works to stakeholders
4. Provide feedback to stakeholders on audit	4.1 Provide feedback on the findings of the audit to clients, contractors and stakeholders 4.2 Provide advice for improvement, rectification and management of non-conformances 4.3 Identify and specify priority of ongoing tree management

AHCARB505 Specify and audit tree work

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
5. Assess trees and specify remedial action for tree defects	5.1 Assess tree structural integrity and identify defects requiring an arboriculture solution 5.2 Determine tree structural forces and assess tree component failure from identified defects 5.3 Identify and assess impact of remedial action on tree and stakeholder expectations 5.5 Discuss tree retention value and remedial action options with stakeholder 5.6 Select and agree on acceptable remedial action with stakeholder 5.7 Document remedial action specifications according to workplace procedures, manufacturers requirements and industry standards 5.9 Submit specifications to stakeholder for final approval
6. Document and present audit report, notifications and plans	6.1 Document audit report with non-conformance notifications 6.2 Advise statutory authorities according to legislative and regulatory requirements 6.3 Document an ongoing management plan addressing audit findings 6.4 Document a rectification plan specifying the required rectifications of non-conformances and remedial action 6.5 Review audit process and outcomes and recommend modifications to audit process 6.6 Prepare and present reports and plans to stakeholders according to workplace procedures

AHCARB505 Specify and audit tree work

Foundation Skills	
<i>This 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.</i>	
Skill	Description
	•
	•
	•

Unit Mapping Information			
Code and title current version	Code and title previous version	Comments	Equivalence status
AHCARB505 Specify and audit tree work	AHCARB505 Document and audit tree work	Redesigned unit. Added element and edited PC's for clarity	No equivalent unit

Links
Companion Volumes, including Implementation Guides, are available at VETNet: https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

AHCARB505 Specify and audit tree work

TITLE	Assessment requirements for AHCARB505 Specify and audit tree work
Performance Evidence	
<p>An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.</p> <p>There must be evidence that the individual has:</p> <ul style="list-style-type: none">• identified audit objectives, scope and focus• identified target operations and documentation• determined audit process, sampling technique, frequency and schedule• compiled and prepared audit documentation• communicated audit preparations with client and stakeholders• organised site inspections to conduct audit• conducted audits of operational tree works for each of the following activities:<ul style="list-style-type: none">• pruning• tree removal• transplanting and planting• tree protection techniques• tree support systems• arboricultural practices• inspected and assessed impact of works on tree health, structure, environment and development• conducted the audit according to prepared documents and legislative requirements• audited compliance of works to documented project outcomes• recorded and assessed non-compliances against expected standards• prepared records of audit and non-compliances• inspected and assessed non-arboricultural works• determined impact of non-arboricultural works of stakeholders• provided feedback on the findings of inspections to stakeholders including provided advice for:<ul style="list-style-type: none">• improvements• rectification• management of non-conformances• identified and specified ongoing management priorities• assessed trees for structural integrity and defects• identified potential for tree component failure according to structural forces• discussed tree retention with stakeholder• identified and assessed effect of remedial action on tree and stakeholder expectations and selected remedial action• documented remedial action which must include specifications for:<ul style="list-style-type: none">• tree removal• tree transplanting• pruning work• tree support system• tree protection• documented audit report and non-conformance notifications and advised statutory authorities according to regulatory requirements• documented ongoing management plan which must include:<ul style="list-style-type: none">• specifying the tree management techniques and ongoing maintenance• practices required to address the audit findings• documented a rectification plan specifying rectification of non-conformances• prepared and presented reports and plans to stakeholders.	
Knowledge Evidence	
<p>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:</p> <ul style="list-style-type: none">• developing and planning for audits including:<ul style="list-style-type: none">• setting objectives, scope and focus	

Knowledge Evidence

- auditing terminology
- audit processes
- audit sampling techniques
- setting frequency and timing of audit events
- preparation of audit documentation
- communication in audit situations including:
 - notifying and preparing stakeholders for audit
 - providing feedback after auditing
 - rectification notices and follow-up for non-compliance
 - negotiating rectification works and actions
 - reporting procedures of completed audit
- relevant audit information and sample documentation
 - codes of practice
 - Australian Standards
 - Arboriculture Standards
 - Arboriculture reports and specifications
- legislation and regulations governing audit procedures and topics including:
 - responsibilities for safety and safe work practices
 - tree protection and removal
 - conservation and environmental protection
 - statutory reporting and documentation
- targeting and documentation of specific tree work operations including:
 - auditing of pruning
 - tree removal
 - planting and transplanting
 - tree protection techniques
 - arboricultural practices and construction and development activities
 - tree support systems
- inspection and assessment of tree works and impact on physiology, anatomy, pathology and environment
- non-arboricultural works that may impact on the tree or its environment
- reconciling actual works performed against documented planned works
- provision of feedback and findings of inspections to clients, contractors and stakeholders
- improvement, rectification and management of non-conformances
- assessing trees for defects and planning and specifying remedial action including:
 - tree removal
 - pruning, crown maintenance and crown modifications
 - planting and transplanting
 - tree support systems
 - tree protection systems
 - tree management techniques and practices
 - ongoing management and maintenance
- documentation for recording and reporting audit procedures including reviewing and revising audit procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - access to an arboriculture worksite with trees or environment that accurately represents workplace conditions
- resources, equipment and materials:
 - computer with word processing
 - internet connection
 - digital image capture device
 - trees
- specifications:

AHCARB505 Specify and audit tree work

Assessment Conditions	
<ul style="list-style-type: none">• workplace safety policies and procedures• client brief and instruction for safety audit objectives• access to codes of practice relevant to tree works and use of arboriculture equipment• access and use of industry standards AS2303, AS2223, AS3743, AS4373, AS4970• legislation and regulations relevant to safe work practices, environmental safety and conservation and protection of trees• relationships:<ul style="list-style-type: none">• stakeholders. <p>Assessors must satisfy current standards for RTOs in the assessment of arboriculture units of competency.</p> <p>Assessment must be conducted only by persons who have:</p> <ul style="list-style-type: none">• arboriculture vocational competencies at least to the level being assessed• current arboriculture industry skills directly relevant to the unit of competency being assessed.	
Links	Companion Volumes, including Implementation Guides, are available at VETNet: https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72