

Prerequisite competency completion		
Not applicable. There are no prerequisite requirements.		
Required reports completion		
Has the candidate successfully completed the required reports ?	Yes/No (Y/N)	Signed (Initialled)
Tree work audit report		
Mandatory Equipment (as a minimum)		
Has each of the mandatory equipment items been used to gather evidence for assessment?	Yes/No (Y/N)	Signed (Initialled)
computer		
word processing software		
internet connection		
digital camera/phone camera		
trees		
Knowledge Evidence		
Has the candidate successfully completed the Knowledge Evidence requirements by demonstrating knowledge of each of the line items below?	Yes/No (Y/N)	Signed (Initialled)
audits		
audit objectives		
audit scope		
audit focus		
auditing terminology		
target operations		
target documentation		
audit processes		
audit sampling techniques		
frequency of audit events		
random timing of audit events		
pre-audit communications		
providing feedback on non-arboricultural works to clients, contractors and stakeholders		
provision of feedback and findings of inspections to clients, contractors and stakeholders		

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audit documentation		
audit information		
sample audit documentation		
on-site audit inspections		
auditing specific tree works:		
– auditing of pruning		
– auditing of tree removal		
– auditing of tree transplanting		
– auditing of tree planting		
– auditing of tree protection techniques		
– auditing against relevant legislation and documentation		
auditing of arboricultural practices		
documentation of specific tree works		
documentation of audit reports		
non-conformance		
determination of extent of works with conformance to documentation and legislation		
identification of non-conformance:		
– assessment of extent and manner of non-conformance		
– documentation of findings and field notes		
– provision of advice of non-conformance		
– notification of non-conformance		
audit reporting		
audit reporting methods:		
– methods of advising statutory authorities		
rectification and management plans		
ongoing management priorities		
improvement, rectification and management of non-conformances		
requirement to address audit findings		
specifications for required rectifications of non-conformances		
specification of tree management techniques and practices		
documentation of a rectification plan		
rectification plan production and presentation		
management plan production and presentation		
Legislation		
relevant codes of practice and Australian Standards		

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legislation relevant to auditing works:		
– documentation relevant to auditing works		
on-site inspections and assessment		
inspection and assessment of arboricultural works:		
– impact of works on tree physiology, anatomy, pathology and environment		
non-arboricultural works that may impact on the tree or its environment:		
– impact of non-arboricultural works on tree physiology, anatomy, pathology and environment		
Performance evidence		
The candidate must produce a tree work audit report that contains all findings, recommendations, non-conformance, notifications and an ongoing management plan.		
Has the candidate successfully completed the requirements of the performance evidence as per listed line items below?	Yes/No (Y/N)	Signed (Initialled)
Has the candidate produced all findings, recommendations, non-conformance and notifications in the report?		
Has the candidate produced ongoing management plan?		
Has the candidate produced a final tree work audit report?		
Performance Evidence requirements of the unit of competency AHCARB505 Document and audit tree work, and as per listed line items below?		
identifying audit objectives, scope and focus		
identifying target operations and documentation		
determining audit process and sampling technique		
determining frequency and random timing of audit event		
preparing audit documentation		
conducting pre-audit communications with client and relevant stakeholders		
gathering relevant information, sample documentation, codes of practice and Australian Standards		
organising on-site inspections to conduct the audit process		
auditing the specific tree works operation being undertaken		
auditing any pruning, removal, transplanting, planting, tree protection techniques and arboricultural practices being undertaken		
inspecting and assessing arboricultural works that may impact on the tree physiology, anatomy, pathology and environment		
auditing works in relation to relevant documentation and legislation		

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determining the extent of work with conformance to relevant documentation and legislation		
identifying and recording non-conformance		
assessing extent and manner of non-conformance		
documenting findings and relevant field notes		
inspecting and assessing non-arboricultural works that may impact on the tree or its environment		
determining impact of non-arboricultural works of clients, contractors and stakeholders		
providing feedback on non-arboricultural works to clients, contractors and stakeholders		
providing feedback on the findings of the inspections to clients, contractors and stakeholders		
providing advice for improvement, rectification and management of non-conformances		
prioritising required ongoing management		
documenting audit report and non-conformance notifications		
advising statutory authorities where required		
documenting an ongoing management plan specifying the tree management techniques and practices required to address the audit findings		
documenting a rectification plan specifying the required rectifications of non-conformances		
presenting reports and plans to client and relevant stakeholders		
Assessment conditions		
<p>It is an industry requirement for competency in this unit that assessment includes a minimum of three (3) different types of tree work audits:</p> <ul style="list-style-type: none"> – auditing of pruning – auditing of tree removal – auditing of tree transplanting – auditing of tree planting – auditing of tree protection techniques – auditing of arboricultural practices – auditing against relevant legislation and documentation 		
Have the assessments incorporated the assessment conditions and met the industry requirements for competency in this unit as per listed line item below?	Yes/No (Y/N)	Signed (Initialled)
Have the assessments included a minimum of three (3) different types of tree work audits?		

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Assessment may be conducted in a simulated or real work environment; however, determination of competency requires the application of work practices under work conditions.	Yes/No (Y/N)	Signed (Initialled)	
Have assessments been demonstrated consistently over time?			
Have assessments been demonstrated in a suitable range of contexts?			
Have assessments been demonstrated with a productivity-based outcome?			
Have assessments been demonstrated with multiple assessment events and reports?			
Assessor Declaration			
Assessors must satisfy current standards for RTOs in the assessment of arboriculture units of competency. Has assessment been conducted only by persons who have:	Yes/No (Y/N)	Signed (Initialled)	
<ul style="list-style-type: none"> • arboriculture vocational competencies at least to the level being assessed? 			
<ul style="list-style-type: none"> • current arboriculture industry skills directly relevant to the unit of competency being assessed? 			
Assessor name	Assessor qualification	Year	Full Signature
Competency Determination			
This section determines the skills and knowledge required to review and audit all aspects of arboricultural operations.		Competent /Not yet competent	
The candidate is competent in documenting and auditing tree work.			
Competency Assessment Completion			
Assessor name	Date	Full Signature	

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