

AHC 10210**CERTIFICATE I IN AGRIFOOD OPERATIONS****STUDENT INFORMATION BOOKLET****2013**

Name: _____

Class _____

AIMS

This course aims to assist students with special needs to:

- Gain generic employability skills required by employers, as the base-entry level point for positions requiring limited technical competence, to complete routine tasks under direct supervision
- Gain accredited outcomes to enhance future employment opportunities
- Pursue a range of vocational, employment and personal goals

Where does VET lead?

Benefits to students:

- gain hands-on experience in the workplace
- learn and be assessed on the job as well as at school
- develop a broader range of social skills through interactions with people outside of the school community
- gain an insight into the nature and conditions of work, for example, Workplace Health & Safety
- expand vocational options through observing and practical experience
- provides foundation knowledge and introduction to the world of work

Prerequisite requirements

There are no prerequisite requirements for individual units of competency.

Job Roles

This is an entry level qualification. There are no specific job outcomes to this qualification, but the skills achieved will assist in successfully undertaking a Certificate II pre-vocational program or job outcome qualification, or will facilitate entry into an Australian Apprenticeship

Pathways

Further training pathways from this qualification include, but are not limited to, Certificate II in Agriculture, Certificate II in Horticulture, Certificate II in Production Horticulture and Certificate II in Rural Operations.

File location: U:\VET\Handbooks\Cert 1 in Agrifood Operations Student Info Book.doc		Page 2 of 10
Version: 1 30-10-2011	Review Date: October 2013	
Ownership: Seton College	Approved: Vet Co-ordinator	

COURSE OUTCOMES

This qualification is an entry-level qualification aimed at individuals entering the agriculture, horticulture and conservation and land management industries. It allows individuals to develop basic skills and knowledge to prepare for work. They may undertake a range of simple tasks under close supervision. The range of technical skills and knowledge is limited.

COURSE STRUCTURE

To be awarded a ***Certificate 1 in Agrifood Operations***, participants must successfully complete the following units of competency:

- **2 Core unit; plus**
- **4 Elective units**

Students who exit this course at any time prior to completion will receive a Statement of Attainment for those units of competency they have successfully achieved.

CORE UNITS OF COMPETENCY	
Code	Unit of Competency
AHCOHS101A	Work Safely
AHCWRK101A	Maintain the Workplace
ELECTIVE UNITS OF COMPETENCY	
AHCLSC101A	Support Landscape Work
AHCIRG101A	Support Irrigation Work
AHCTRF101A	Support Turf Work
AHCPGD101A	Support Gardening Work

CORE UNIT

- **AHCOHS101A Work Safely**

This unit covers working safely and defines the standard required to: work safely; communicate effectively; contribute to a productive workplace and observe good environmental work practice.

<http://training.gov.au/Training/Details/AHCOHS101A>

- **AHCWRK101A Maintain the Workplace**

This unit covers maintaining the workplace and defines the standard required to: prepare and use maintenance tools and equipment; clean and maintain the workplace; identify and report problems; record maintenance activities.

<http://training.gov.au/Training/Details/AHCWRK101A>

ELECTIVE UNITS

- **AHCLSC101A Support Landscape Work**

This unit covers supporting landscape work and defines the standard required to: prepare tools and equipment; apply safe work practices in landscape construction and maintenance; support repair activities and clean up work area.

<http://training.gov.au/Training/Details/AHCLSC101A>

- **AHCTRF101A Support Turf Work**

This unit covers supporting turf work and defines the standard required to: prepare materials, tools and equipment for turf work; assist with turf work as directed; handle materials and equipment and clean up on completion of turf work.

<http://training.gov.au/Training/Details/AHCTRF101A>

- **AHCPGD101A Support Gardening Work**

This unit covers supporting gardening work and defines the standard required to: prepare materials, tools and equipment for gardening work; undertake gardening work as directed; handle materials and equipment and clean up on completion of gardening work.

<http://training.gov.au/Training/Details/AHCPGD101A>

- **AHCIRG101A Support Irrigation Work**

This unit covers supporting irrigation work and defines the standard required to: apply safe irrigation work practices; support installation and maintenance activities; handle materials and equipment and clean up following work activities

<http://training.gov.au/Training/Details/AHCIRF101A>

File location: U:\VET\Handbooks\Cert 1 in Agrifood Operations Student Info Book.doc		Page 4 of 10
Version: 1 30-10-2011	Review Date: October 2013	
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COURSE ORGANISATION

4 LESSONS PER WEEK FOR TWO SEMESTERS

SEMESTER 1 2012

TOPIC	UNIT OF COMPETENCY
Work Safely (C)	AHCOHS101A
Support Turf Work (E)	AHCTRF101A
Support Gardening Work (E)	AHCPGD101A

SEMESTER 2 2012

TOPIC	UNIT OF COMPETENCY
Maintain the Workplace (C)	AHCWRK101A
Support Landscape Work (E)	AHCLSC101A
Support Irrigation Work (E)	AHCIRG101A

Employability Skills

Industry enterprise requirements for this course include the following facets:

Personal Attributes that contribute to overall employability

Loyalty	Personal presentation	Balanced attitude to work and home life
Commitment	Commonsense	An ability to deal with pressure
Honesty and integrity	Positive self esteem	Motivation
Enthusiasm	A sense of humour	Adaptability
Reliability		

□

Skills

No	Skill	Element
1	Communication that contributes to productive and harmonious relations between employees and customers	Listening and understanding
2	Teamwork that contributes to productive working relationships and outcomes	Working as an individual and as a member of a team
3	Problem solving that contributes to productive outcomes	Solving problems individually or in teams
4	Initiative and enterprise that contribute to innovative outcomes	Adapting to new situations
5	Planning and organising that contribute to long term and short-term strategic planning	Being appropriately resourceful
6	Self-management that contributes to employee satisfaction and growth	Taking responsibility at the appropriate level
7	Learning that contributes to ongoing Improvement and expansion in employee and company operations and outcomes	Learning in order to accommodate change
8	Technology that contributes to effective execution of tasks	Using technology and related workplace equipment
		Using basic technology skills

ASSESSMENT

Competency Based Assessment

Assessment for the VET components of this course will be competency based. You will be considered to be competent when you are able to apply your knowledge and skills to successfully complete work activities in a range of situations and environments, in accordance with the standard of performance expected in the workplace. You must be able to demonstrate that you can do skills in a range of different circumstances.

Assessment in these units will consist of:

- a) Observation - observation of workplace activities, demonstration of specific tasks, observation of activities under simulated workplace conditions and/or observation of role-play
- b) Questioning - oral questioning, written tests and/or interviews
- c) Supplementary Evidence - supervisor reports, employer references, documentation about past or prior achievements and/or portfolios

All assessment tools will address the knowledge and skills (including employability skills) required as evidence for the unit of competency

AQF SKILLS LEVELS:

Certificate I skills allow a student to:

- demonstrate knowledge by recall in a narrow range of areas
- demonstrate basic practical skills such as the use of relevant tools and applications
- perform a sequence of routine tasks given clear direction
- receive and pass on messages/information

****** *For more information on Certificate 1 in Agrifood Operations refer to the Seton College Homepage Curriculum ➤ "VET "*

File location: U:\VET\Handbooks\Cert 1 in Agrifood Operations Student Info Book.doc		Page 7 of 10
Version: 1 30-10-2011		Review Date: October 2013
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RECOGNITION OF PRIOR LEARNING (RPL)

RPL CHECKLIST FOR STUDENTS

To ensure an effective RPL process, students should:

****Remember, you can only apply for RPL at the beginning of each semester. The steps below are in sequential order. Use the boxes on the left to tick when you have completed that step.***

- ☐ Obtain information about RPL
- ☐ Obtain a copy of the Units of Competency for the vocational training program(s) of your subject
- ☐ Read the relevant learning outcomes or competencies for the training program/s
- ☐ Complete a self-assessment form for each unit
 - (i) assess your abilities/competencies, with the guidance from your teacher and/or counsellor in the learning outcomes or competencies in the training programs
 - (ii) decide if you think you possess the knowledge and skills of the learning outcome or competencies in the training programs and if so, you should apply for RPL
- ☐ Complete an RPL Application Form within 5 days of completing step 4
- ☐ Gather evidence that supports your application
- ☐ Give the completed RPL Application Form and evidence to your teacher
- ☐ Receive notification from your teacher to show either:
 - (i) *that you have gained RPL*
 - (ii) *that you need to supply more information AND/OR attend an interview*
 - (iii) *that you have not gained full/partial RPL and you receive feedback*
- ☐ **(If you are successful)** you will be exempt from those learning outcomes or competencies in the training program.
 - o ensure your Units of Competency are signed off
- ☐ **(If you were partially successful)** you may decide to progress more quickly through the training program by completing only those aspects for which you do have prior learning. This completes the RPL process for your application
- ☐ **(If you were unsuccessful)** you may decide to request an RPL Appeals Form that must be lodged within 7 days of written notification that you were initially unsuccessful.
- ☐ Gather further evidence that supports your application
- ☐ Submit your completed RPL Appeals Form and further evidence to the nominated person in the school's appeals policy, who will arrange for a second suitably qualified person to assess the evidence
- ☐ Receive a notification about whether either:
 - (iv) *you have gained RPL or*
 - (v) *you have not gained full/partial RPL and receive feedback*
- ☐ Seek to progress more quickly through the training program by completing only those aspects for which you do not have prior learning.

File location: U:\VET\Handbooks\Cert 1 in Agrifood Operations Student Info Book.doc		Page 8 of 10
Version: 1 30-10-2011		Review Date: October 2013
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Student		Teacher	
Assessor		Assessor Sign off	

UNIT OF COMPETENCY	ELEMENT OF COMPETENCY	EVIDENCE GATHERING TECHNIQUES			OUTCOME		
		Observation	Questioning	Worksheets	Sufficient Evidence	C / NYC	Date
AHCWRK101A Maintain the Workplace	E1. Use tools, equipment and machinery						
	E2. Maintain a clean and safe workplace						
	E3. Maintain structures and workplace surroundings						
AHCLSC101A Support Landscape Work	E1. Prepare materials, tools and equipment for landscaping work						
	E2. Undertake landscape work as directed						
	E3. Handle materials and equipment						
	E4. Clean up on completion of landscaping work						
AHCOHS101A Work Safely	E1. Observe safe work practices						
	E2. Communicate with others						
	E3. Contribute to a productive working environment						
	E4. Follow good environmental practices						
AHCIRG101A Support Irrigation Work	E1. Prepare materials, tools and equipment for irrigation work						
	E2. Undertake irrigation work as directed						
	E3. Handle materials and equipment						
	E4. Clean up on completion of irrigation activities						

File location: u:\vet\handbooks\cert 1 in agrifood operations student info book.doc		Page 10 of 10
Version: 1 30-10-2009		Review Date: October 2013
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UNIT OF COMPETENCY	ELEMENT OF COMPETENCY	EVIDENCE GATHERING TECHNIQUES			OUTCOME		
		Observation	Questioning	Worksheet	Sufficient Evidence	C / NYC	Date
AHCTRF101A Support Turf Work	E1. Prepare materials, tools and equipment for turf work						
	E2. Undertake turf work as directed						
	E3. Handle materials and equipment						
	E4. Clean up on completion of turf work						
AHCPGD101A Support Gardening Work	E1. Prepare materials, tools and equipment for gardening work						
	E2. Undertake gardening work as directed						
	E3. Handle materials and equipment						
	E4. Clean up on completion of gardening work						

Qualification Achieved	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Entered onto SDCS <input type="checkbox"/>	Date:
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File location: u:\vet\handbooks\cert 1 in agrifood operations student info book.doc		Page 10 of 10
Version: 1 30-10-2009		Review Date: October 2013
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