
Your Skills Create Your Future!

Skills Assessment for the Weed Control Industry



**NSW DEPARTMENT OF
PRIMARY INDUSTRIES**

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Introduction

Skills

When you can do something properly and confidently you can say you are *skilled*.

You already use many skills to survive in everyday living to:

- Carry out your job
- Contribute to family life
- Be active in the community
- Manage your personal affairs

Qualifications

A qualification is simply a formal recognition of your skills. The chances are that most workers and business people have built up a range of skills and abilities in the workplace through experience, formal and informal training and workshops. This 'bank' of skills, knowledge and abilities they have developed can now be measured against nationally recognised industry standards. NSW Agriculture, through Tocal College, has set up a process to help people in the rural and related industries to appraise their skills and abilities against these nationally recognised standards.

Why bother?

Going through this Skills Recognition process:

- Identifies the skills and knowledge used in both work and life.
- Enhances self-confidence.
- Highlights opportunities for personal and professional development.
- Shows that many skills are transferable to other roles or careers.
- Establishes a springboard into other areas, such as university courses, consultancy roles, roles on boards and committees, scholarships and grants, etc.
- Assists in demonstrating that you are complying with your Duty of Care.
- Demonstrates professionalism that can assist in applications for promotion or new job applications (either to complement your current role or in a new career).

The aim of this manual is to show you how to have your skills formally recognised, to obtain qualifications based on these skills and to consider your future training needs.

Development of Skills Recognition

This manual was developed by New South Wales Agriculture at the C B Alexander Agricultural College, Tocal as a resource for Skills Recognition and Training for the weed control industry within NSW. This Manual is based on the Conservation and Land Management Training Package and is designed to assist operators in the Weed Control industry and those responsible for the implementation of the Noxious Weeds Act to access training and recognition of skills. This manual will assist you in working towards the following qualifications:

- Certificate II in Conservation and Land Management (Specialising in Weeds)
- Certificate III in Conservation and Land Management (Specialising in Weeds)
- Certificate IV in Conservation and Land Management (Specialising in Weeds)
- Diploma of Conservation and Land Management (Specialising in Weeds)

Copyright

Copyright of the Conservation and Land Management Training Package Qualifications is held by the Australian National Training Authority and administered by the Rural Training Council of Australia.

Background

In 1999 NSW Agriculture in conjunction with the Macquarie Valley Weeds Advisory Committee developed a program to assist Weeds Officers to achieve the following qualifications accredited by the Vocational Education and Training Accreditation Board (VETAB):

- Certificate II in Weed Control Operations
- Certificate IV in Weed Control Practice

These qualifications were superseded in January 2003 by the new qualifications listed above under the nationally recognised Conservation and Land Management (CLM) Training Package.

This program of Skills Recognition assessment enabled staff in the weed control industry to receive credit towards a qualification through the CB Alexander Agricultural College. It recognised experience gained while working in the industry as well as any formal training. The process was a combined effort between the person seeking the qualification, their employer and the coordinator of the Skills Recognition process.

To the end of 2004, over 150 Weeds Officers have completed the program of Skills Recognition resulting in the award of qualifications ranging from Certificate II through to Diploma of Conservation and Land Management under the new CLM Training Packages.

The Skills Recognition process allowed all the applicants have received credit for modules within the qualification and where the qualification has not yet been awarded, a clear picture of the training required has been developed. This training is available through NSW Agriculture and a range of other training providers.

Contacts for Skills Recognition:

Charlie Bell

Skills Recognition Officer

Tocal Agricultural Centre

'Tocal'

PATERSON NSW 2421

Email: charlie.bell@agric.nsw.gov.au

web site: www.tocal.com

Six Steps to Skills Recognition

- Step 1.** Find out how the process works. Complete an Enrolment form and pay the \$200.00 Application Fee. Read this information package carefully and don't hesitate to talk to the Skills Recognition Coordinator at Tocal if you need any further information or clarification.
- Step 2.** Decide on the Units for which you will apply for Skills Recognition:
- Your job description and duties will influence the Units you choose eg.
 - ❑ Manager Level 5 or 6 Units
 - ❑ Supervisor Level 4 Units
 - ❑ Experienced Officers Level 3 Units.
 - ❑ New entrants (less than 2 years experience) Level 1 and Level 2 Units
 - Determining what you are good or at comfortable with. Look at the Unit Titles (page 17 to 23) and discuss with the Skills Recognition Coordinator.
 - Comparing your knowledge and skills with the ASSESS sheet for that particular Unit. Example ASSESS sheets are provided from Page 26
 - You need your to select main interest areas on which you wish to be assessed. See pages 17 to 24.
 - Choose Units that best recognise the skills you have. Your assessment officer will help you with this.
- Step 3.** Prepare your case.
- Produce a detailed CV/resume See sample page 29
 - Provide a copy of your job description.
 - You will have to present a case along the format for each ASSESS sheet for each unit you have chosen. That is:
 - A – Can you answer the questions?
 - S – Can you show or demonstrate this particular unit?
 - S – Can you provide samples?
 - E – List your experience.
 - S – Can you get support or references to confirm your experience and ability?
 - S – What studies or training have you done in this subject? How have you used this training?
- Step 4.** Post your written submission to the college or make an interview appointment with the Skills Recognition Coordinator.
- Step 5.** The assessment officer will then submit your case to the College Credential Committee. Your application will then be assessed and you will be informed of the decision.
- Step 6.** Consider any gaps in your knowledge that have become apparent while completing steps 2 – 4. You will receive notification of the decision and detailed feedback on your submission. Any deficiencies will be highlighted and suggestion given to complete the case. You are then in a position to plan for the future. Depending on the decision you may:
- receive a qualification
 - plan to complete additional training
 - submit further information to the committee
 - appeal the decision of the panel
 - decide on how to fill any gaps in your skills. Discuss with the Skills Recognition Coordinator.

Methods of Assessment

Assessment for Skills Recognition can be carried out two different ways:

1. **Desk Audit.** You can prepare a written submission following the guidelines in this booklet and the ASSESS Sheets. This is forwarded to the Skills Recognition Coordinator at Tocal for review and assessment. If there are any deficiencies in the case or further evidence is required, you will be given detailed feedback and advice to help you complete your case. This process takes some time and effort to collect and present your case effectively.
2. **Interview.** You can arrange an appointment with the Skills Recognition Coordinator for an interview at your workplace or home. (Conditions apply to the availability of this service). The Skills Recognition Coordinator will visit you and review the evidence you present to support your case. In most cases the assessment takes 3 to 4 hours and does not require as much preparation as a detailed written submission.

Cost

Charges for Skills Recognition are based on a per Unit charge as outlined below. An application fee and minimum charge of \$750.00 must be paid when you apply for assessment of any of the **full qualifications** listed below. The fees per Unit listed below are charged when you apply for Skills Recognition of individual Units of Competence (not the full qualification). Assessment will not commence until payment has been received.

The following fees are based on charges as follows:
 Individual units in Certificates II, III, IV and Diploma:
 Desk audit \$160.00 per Unit
 Interview \$240.00 per Unit to a maximum of \$2400.

	Desk Audit	By Interview at your place of work
Diploma	\$1600.00	\$2400.00
Certificate IV	\$1600.00	\$2400.00
Certificate III	\$1600.00	\$2400.00
Certificate II	\$1600.00	\$2400.00

If you have completed an Accredited Unit (or Units) through Tocal College or any other Registered Training Organisation (RTO) a different fee applies. We will charge a Credential Administration Fee of \$60.00 per Unit and issue of a Statement of Attainment for Units of Competence by Mutual Recognition of qualifications issued by other RTOs.

Please note that this fee only applies where you can supply direct evidence by transcript or testamur that you have been assessed by an RTO and gained specified competencies under a current National Training Package. If you are unsure please contact the Skills Recognition Coordinator.

Case Profiles

Over 150 Weeds Officers have already achieved Certificate qualifications through Skills Recognition. This process commenced in 1999 with a Certificate II and Certificate IV course. Over 40 Weeds Officers have also achieved the Diploma of Conservation and Land Management (Weeds) through Skills Recognition.

Bryson Rees

Bryson Rees is the District Weeds Officer at Wellington Council. He has achieved the Certificate II in Weed Control Operations, the Certificate IV in Weed Control Practice and a Diploma of Conservation and Land Management (Weeds) through Skills Recognition.

As a District Weeds Officer Bryson organises day to day weed control operations for the Shire. This includes paper work such as preparation of reports, budget management and work rosters. Out of the office Bryson's job involves identifying and spraying weeds, providing advice to farmers, and checking trial sites - and much more.

Bryson is also heavily involved in local and regional planning through membership of the Macquarie Valley Weed Advisory Committee and as President of the Weeds Officers Association.

Bryson gained credit towards his qualification for all training and experience received in his job. Skills that he gained by participating in sporting groups and other social activities also counted toward recognition for some modules.

While preparing his Skills Recognition case Bryson phoned the Skills Recognition Coordinator at Tocal to get some advice on what else he should include in his application.

Bryson prepared his written case for Skills Recognition assessment. He included copies of certificates for training programs and copies of reports that he had completed for work projects. Bryson also wrote a list of his work experience and related this to different modules.

When applications for the Certificates and Diploma were sent for assessment, the Skills Recognition Coordinator made sure that all relevant experience had been identified and included. The information sent in by Bryson was presented to the assessment panel in the standard format like all other cases.

The following is an example of some of the evidence used by Bryson's for his Skills Recognition case for the Certificate IV in Weed Control Practice:

Occupational Health & Safety Implementation

- Vocational responsibility
- (Position Profile copy was provided)
- OH&S Committee Training Course
- OH&S Supervisor & Line Manager Course OH&S Introduction to Safety Auditing Course Workplace Trainer & Assessor course

Weed Control Legislation 1

- Completed NSW Ag Legal Training Course on Noxious Weeds Act 1993
- Completed OTEN Weed Control Practice, including subjects on Weed Control Legislation
- SEINS course (1995)
- Prepared and delivered submission to Review Committee of Noxious Weeds Act, as President of NSW Weeds Officers Association
- Vocational Responsibility - 15 years

Project Planning

- Planned Study Tours (2 years) of Parthenium Weed and Giant Parramatta Grass for NSW Weeds Officers. Organised Sponsors, participants, accommodation, travel, schedule, budget etc (Planning documents were viewed)
- Compiled Regional Weed Control Plan (copy provided)

Following is a list of the modules for which Bryson was granted Skills Recognition.

Certificate II:

Module	Group	Points
Senior First Aid	core	4
Environmental Responsibility	core	2
Recognition of Weeds 1	core	4
Recognition of Weeds 2	core	4
Occupational Health and Safety	core	2
Pesticide Awareness and Application	core	4
Weeds and Weed Control 1	core	4
Client Interaction	core	4
Writing Workplace Documents	core	4
Herbicide Use and Application	core	4
Control of Woody Weeds	2	2
Control of Weeds in Pastures and Crops	2	4
Work Team Communication	3	4
Control of Environmental Weeds	4	4
Total		50

Bryson was awarded the Certificate II through Skills Recognition for these modules. Encouraged by the outcome, he then submitted a case for Certificate IV. This application was also successful. The modules that Bryson received Skills Recognition for in the Certificate IV are as follows.

Module	Group	Points
Occupational Health and Safety Implementation	core	4
Weed Control Legislation 1	core	4
Project Planning	core	6
Integrated Weed Management	core	16
Practical Project	core	10
Education and Awareness Programs	2b	4
Speaking in Public	3b	4
Presenting Reports	3b	4
Chainsaw Operations	4	4
Regional Planning, Introduction	4	4
Negotiation Skills	4	4
Certificate II points		50
Total		114

Bryson was subsequently selected to be part of a pilot group of 5 Weeds Officer who were the first to apply for Skills Recognition for a Diploma of Conservation and Land Management (Specialising in Weed) under the new Conservation and Land Management Training Packages. Bryson prepared a written case and submitted it to Tocal for assessment. He selected the following Units:

Units

Group A

RTD5401A: Define the Pest Problem in a Regional or Broader Context
 RTD5402A: Develop a strategy for the management of target pests
 RTD5403A: Develop a system for monitoring the pest management strategy
 RTD5404A: Coordinate the pest management strategy in a regional or broader context
 RTD5405A: Evaluate the pest management strategy
 RTD5512A: Manage the implementation of Legislation

Group B:

BSBMGT503A: Prepare budgets and financial plans
 PSPPOL501A: Develop organisational policy
 RTC5701A: establish and maintain the enterprise OH&S program
 RTC5908A: Prepare estimates and quotes
 RTC5913A: Collect and Manage Data

Group C:

RTC 5914A: Prepare Reports
 BSBFLM501A: Manage personal work priorities and professional development

Some of the examples and evidence that Bryson presented to support his case is listed below:

- Wellington Council – St John’s Wort Management Plan
- Management Strategy for Blue Heliotrope.
- Regional Weed Management Plan – Scotch/Illyrian & Nodding Thistle. Macquarie Valley Noxious Weeds Advisory Committee
- Management Plan for Noxious Weed Control on a local property
- Funding Application Weed Management Plan – Nodding Thistle.
- Wellington Council Application for Weed Control Program Funding on Crown Land
- Materials & Equipment Quote for Noxious Weed Control on Railway Land
- Copies of Weed Distribution Maps – St John’s Wort, Wellington Council LGA.
- Macquarie Valley Regional Weeds Advisory Committee Thistle Management Plan
- Wellington Council Management Plan – St John’s Wort:
 - Area definitions
 - Distribution Map
- Wellington Council Application for Weed Control Program Funding on Crown Land – Key Activities.
- Copy of Noxious Weeds Grant Expenditure Return. Wellington Council
- Copies of Application for Weed Control Coordination Assistance, 2001, 2002
- MVWAC Regional Group Funding Summary Sheet
- Copy of Wellington Council Noxious Weeds Proposed Budget 2002
- Copy of Wellington Council Application for Weed Control Program Funding on Crown Land June 2001
- Copy of 2001-2002 Annual Expenditure Report National Weeds Funding Program

Examples of the experience Bryson used to support his case are listed below:

- Senior Noxious Weeds Advisory Officer since 1994 (Wellington Council)
- Deputy Chairman, Macquarie Valley Noxious Weeds Advisory Committee
- Coordinator of development of Regional Plans 1998 – 2001
- President, Noxious Weeds Advisory Officers Association
- Deputy Chairman, Macquarie Valley Noxious Weeds Advisory Committee

Examples of training Bryson used to support his case are listed below:

- ToP Group Facilitation Skills
- Regional Weed Planning Workshops. NSW Agriculture
- Report Writing Course
- Legal Training for Weeds Officers. Stages 1, 2 and 3
- Agsafe Accreditation
- Weed Control Practice. TAFE 1996
- Noxious Weed Management NSW Agriculture 1999

The above experience, training – both formal and informal – and examples of work carried out, along with some letters of reference provided sufficient support for Bryson to be issued a Diploma of Conservation and Land Management (Specialising in Weed) by Skills Recognition without the need to complete any further training. Bryson professionalism and skills have now be formally recognised and he has received a qualification which reflects his knowledge, skills and professional experience.

About the Qualifications

Page 33 is a sample of what a Diploma looks like. Page 34 is a transcript that details the units in which competence has been demonstrated. This is particularly useful in demonstrating to any interested party where your skills are. Of course a Diploma can be used on business cards or in correspondence after your name (eg. John Weedman Dip. CLM - Weed Management), which assists in demonstrating your skills and professionalism in marketing yourself.

The structure of the Certificates and Diploma are outlined on the following pages. As you can see you have 3 groups of Units from which to make your selections. You have some flexibility within Group A and Group B to select Units that suit your interests and expertise. Group C allows you to choose any unit from the Conservation and Land Management Training Package to achieve points toward your qualification. There are units covering very diverse areas. Please see the following pages for a full list of Units at each Certificate level:

- Page 16 – Certificate I Units (Not provided under this program)
- Page 17 – Certificate II Units
- Page 21 – Certificate III Units
- Page 26– Certificate IV Units
- Page 30– Diploma Units

You are free to select any of the Units included in the Conservation and Land Management Training Packages for Skills Recognition. If ASSESS sheets for the Units which you wish to apply are not included in the separate booklet, please contact the Skills Recognition Coordinator for further details.

To apply for Skills Recognition you need to compare your knowledge and skills with the competency standards and decide if you have the necessary level of competence. This is called self-assessment.

Qualification Requirements

The table below shows how the Certificate II, III and IV and Diploma fit into the Australian Qualifications Framework (AQF).

AQF Level	Qualification	Workplace Title
5	Diploma	Manager/ Senior Noxious Weed Officer
4	Certificate IV	Supervisor/Noxious Weeds Officer
3	Certificate 111	Experienced Noxious Weeds Officer
2	Certificate 11	Operator

The following Tables summarise the requirement for the Conservation and Land Management Qualifications. More detailed descriptions of each Unit are included with the full list of Conservation and Land management Training Package Units on the following pages:

- Page 17 – Certificate II Units
- Page 21 – Certificate III Units
- Page 26– Certificate IV Units
- Page 30– Diploma Units

Certificate II in Conservation and Land Management RTD20102 (specialising in weed management)

A total of 15 units of competency must be completed.

Select 9 units from Group A below (including the 6 designated compulsory units).

Select 4 additional units from Group A and/ or B below.

Select 2 additional units from Group A, B and/ or C below.

GROUP A (Units in Italics are compulsory)	
<i>RTC2401A</i>	<i>Treat weeds</i>
<i>RTC2701A</i>	<i>Follow OHS procedures</i>
<i>RTC2702A</i>	<i>Observe environmental work practices</i>
<i>RTC2704A</i>	<i>Provide basic first aid</i>
<i>RTC2705A</i>	<i>Work effectively in the industry</i>
<i>RTC2801A</i>	<i>Participate in workplace communications</i>
RTC2306A	Operate vehicles
RTC2307A	Operate machinery and equipment
RTC2706A	Apply chemicals under supervision
RTD2004A	Collect, prepare and preserve plant specimens
RTD2312A	Inspect machinery for plant, animal and soil material
RTD2313A	Clean machinery of plant, animal and soil material
GROUP B	
BSBCMN205A	Use business technology
FPIFGM139A	Operate 4x4 vehicle in off-road conditions
RTD2022A	Carry out natural area restoration works
RTD2703A	Operate in isolated and remote situations
RTD2803A	Observe and report plants and/or animals
RTC2301A	Undertake operational maintenance of machinery
RTC2304A	Operate and maintain chainsaws
RTC2309A	Operate tractors
GROUP C	
This group includes other units of competency from Conservation and Land Management and/ or other Training Packages at nominal AQF Levels 1, 2 & 3. These units must be relevant to work undertaken in Conservation and Land Management.	

QUALIFICATION RULES

For a Certificate II in Conservation and Land Management at least 12 of the units of competency presented for this qualification must relate to conservation and land management work procedures, activities or contexts.

Certificate III in Conservation and Land Management RTD30I02 (Specialising in weed management)

A total of 15 units of competency must be completed.

Select 9 units from Group A below (including the 6 designated compulsory units)

Select 4 additional units from Group A and/ or B below.

Select 2 additional units from Group A, B and/ or C below.

GROUP A (Units in Italics are compulsory)	
<i>RTC2701A</i>	<i>Follow OHS procedures</i>
<i>RTC2702A</i>	<i>Observe environmental work practices</i>
<i>RTC2705A</i>	<i>Work effectively in the industry</i>
<i>RTC2801A</i>	<i>Participate in workplace communications</i>
<i>RTC3701A</i>	<i>Respond to emergencies</i>
<i>RTC3401A</i>	<i>Control weeds</i>
RTC3704A	Prepare and apply chemicals
FPIFGM147A	Read and interpret maps
RTD3405A	Monitor and evaluate the local pest management action plan
RTD3501A	Assist in the implementation of legislation
RTD3502A	Carry out inspection of a designated area
GROUP B	
MEM16.1BA	Give formal presentations and take part in meetings
RTC3211A	Implement a maintenance program for an aquatic environment
RTC3310A	Operate specialised machinery and equipment
RTC3705A	Transport, handle and store chemicals
RTD3706A	Maintain biological cultures
RTD3707A	Release biological agents
RTC3805A	Coordinate work site activities
SRXTEM004A	Deal with conflict
GROUP C	
This group includes other units of competency from Conservation and Land Management and/ or other Training Packages at nominal AQF Levels 2, 3 & 4. These units must be relevant to work undertaken in Conservation and Land Management.	

QUALIFICATION RULES

For a Certificate III in Conservation and Land Management at least 12 of the units of competency presented for this qualification must relate to conservation and land management work procedures, activities or contexts.

Certificate IV in Conservation and Land Management RTD40102 (Specialising in weed management)

A total of 12 units of competency must be completed.

Select 5 units from Group A below

Select 5 additional units from Group A and/ or B below.

Select 2 additional units from Group A, B and/ or C below.

GROUP A	
RTD4402A	Define the pest problem in a local area
RTD4403A	Develop a pest management action plan within a local area
RTD4404A	Develop monitoring procedures for the local pest management strategy
RTD4405A	Coordinate the local pest management strategy
RTD4406A	Implement pest management action plans
RTD4407A	Investigate a reported pest treatment failure
GROUP B	
RTD4020A	Plan the implementation of revegetation works
RTD4303A	Prepare safe operating procedures for calibration of equipment
RTC4306A	Supervise maintenance of machinery and equipment
RTD4507A	Produce maps for land management purposes
RTC4701A	Implement and monitor the enterprise OHS program
RTC4702A	Minimise risks in the use of chemicals
RTC4703A	Plan and implement a chemical use program
RTC4905A	Cost a project
RTC4908A	Supervise work routines and staff performance
RTC4911A	Operate within a budget framework
TDTR298A	Source goods/services and evaluate contractors
GROUP C	
This group includes other units of competency from Conservation and Land Management and/ or other Training Packages at nominal AQF Levels 3, 4 & 5. These units must be relevant to work undertaken in Conservation and Land Management.	

QUALIFICATION RULES

For a Certificate IV in Conservation and Land Management at least 10 of the units of competency presented for this qualification must relate to conservation and land management work procedures, activities or contexts.

Diploma of Conservation and Land Management RTD50I02 (Specialising in weed management)

A total of 10 units of competency must be completed.

Select 4 units from Group A below

Select 4 additional units from Group A and/ or B below.

Select 2 additional units from Group A, B and/ or C below.

GROUP A	
RTD5401A	Define the pest problem in a regional or broader context
RTD5402A	Develop a strategy for the management of target pests
RTD5403A	Develop a system for monitoring the pest management strategy
RTD5404A	Coordinate the pest management strategy in a regional or broader context
RTD5405A	Evaluate the pest management strategy
RTD5512A	Manage the implementation of legislation
RTC5702A	Develop and manage a chemical use strategy
GROUP B	
BSBADM504A	Plan or review administration systems
BSBMGT503A	Prepare budgets and financial plans
BSBSBM405A	Monitor and manage business operations
PSPPOL501A	Develop organisation policy
RTC5011A	Collect and classify plants
RTC5519A	Conduct biological surveys
RTC5701A	Establish and maintain the enterprise OHS program
RTC5908A	Prepare estimates, quotes and tenders
RTC5913A	Collect and manage data
RTC5914A	Prepare reports
TDTR398A	Contract transport and distribution services
GROUP C	
This group includes other units of competency from Conservation and Land Management and/ or other Training Packages at nominal AQF Levels 4,5 & 6. These units must be relevant to work undertaken in Conservation and Land Management.	

QUALIFICATION RULES

For a Diploma in Conservation and Land Management at least 8 of the units of competency presented for this qualification must relate to conservation and land management work procedures, activities or contexts.

Conservation and Land Management Modules

You have the option within Group C of completing any Unit from the Conservation and Land Management (CLM) Training Package in addition to the Units specified in Groups A and B as outlined in the Qualification Rules above. Following is a full list of the Units in the CLM Training Packages. Please read through these Units and select any for which you believe you will be able to claim Skills Recognition. If you choose a Unit for which we have not supplied an ASSESS Sheet, please contact the Skills Recognition Coordinator at Tocal to discuss and arrange these to be sent to you.

Units of Competency represent standards of performance as set out in the Conservation and Land Management Training Package. The unit of competency describes a single workplace function and is classified according to an AQF level. This level represents a workplace expectation (see table on previous page). A unit of competency has an individual code that is made up of several different parts. Each bit provides information about the unit. Understanding this information will help you choose units that best suit your own study pathway.

Following is a list of all the Units of Competence at AQF Levels II, III, IV and V included in the Conservation and Land Management Training Packages. The Units are also categorised by different activity areas.

Certificate I Units

- RTC1801A** *Prepare for work**
This competency standard covers the process of preparing to work in an agricultural, horticultural or conservation and land management industry. It requires the ability to observe safe work practices, communicate with others, contribute to a productive working environment, and follow good environmental practices.
- RTC1006A** **Support nursery work**
 This competency standard covers the process of supporting work carried out in wholesale or retail nurseries while under supervision. It requires the ability to prepare materials, tools and equipment for nursery work, undertake nursery work activities, store and stockpile materials and clean up on completion of work.
- RTC1201A** **Maintain the workplace**
 This competency standard covers the process expected of workers as part of the daily routine to maintain a tidy and safe workplace including workshops, depots, tool sheds and planted areas. The work is to be under direct supervision with regular checking.
- RTC1202A** **Support landscape work**
 This competency standard covers the process of supporting landscape work under direct supervision.
- RTC1301A** **Operate basic machinery and equipment**
 This competency standard covers the use and maintenance of basic horticultural machinery and equipment. Competency requires the application of skills and knowledge to a limited range of tasks including pre-operational checks, and the cleaning and storage of tools and equipment.
- RTC1302A** **Assist with routine maintenance of machinery and equipment**
 This competency standard covers the processes required to assist with basic routine maintenance on a range of horticultural machinery and equipment. It requires the application of basic skills and knowledge to prepare and use hand and power tools to carry out minor repairs and servicing tasks.
- RTD1501A** **Support natural area conservation**
 This unit covers the process of supporting conservation work under supervision in parks, natural areas, agricultural lands, or areas undergoing rehabilitation. It requires the ability to prepare materials, tools and equipment for conservation work, undertake conservation activities, store and stockpile materials, and clean up on completion of conservation work.
- RTC1701A** **Follow basic chemical safety rules**
 This competency standard covers the functions of a person working in an enterprise which uses chemicals and who needs to be aware of their use. Skills and knowledge include awareness of the use of chemicals, how they are handled, stored and transported, recognition of safety issues surrounding chemical use and the ability to use personal protective equipment when instructed.

Certificate II Units

- RTC2701A** *Follow OHS procedures**
 This competency standard covers the process of following enterprise Occupational Health and Safety (OHS) policies and procedures including the ability to comply with workplace procedures in hazard identification and risk control, observe safe practices during work operations and to participate in arrangements for maintaining health and safety of all people in the workplace.
- RTC2702A** *Observe environmental work practices**
 This competency standard covers the process of observing and contributing to positive environmental work practices including the ability to follow workplace directions and instructions, recognise basic environmental hazards and threats, communicate accurately with supervisors and workplace colleagues and keep simple records.
- RTC2704A** *Provide basic first aid**
 This competency standard covers the process of providing essential first aid by recognising and responding to an emergency using basic life support measures. You are not expected to deal with complex casualties or incidents but to provide an initial response where first aid is required.
- RTC2705A** *Work effectively in the industry**
 This competency standard covers the process of working effectively on an individual basis and with others.
- RTC2801A** *Participate in workplace communications**
 This competency standard covers the process of effectively participating in workplace communications.

Working With Plants

- RTD2004A** **Collect, prepare and preserve plant specimens**
 This competency standard covers the process of collecting and preserving plant specimens for recording or identification purposes.
- RTC2005A** **Fell small trees**
 This unit covers the work of felling small trees (6m maximum height and 300mm DBH) in an amenity horticultural situation such as the removal of small trees in parks and gardens where hazards are assessed as low risk. This unit assumes that the felling procedure is straightforward and does not require bringing the tree down in sections or using any climbing.
- RTC2012A** **Plant trees and shrubs**
 This unit covers the work of manual planting in natural areas and its associated tasks such as locating planting sites from a plan, planting preparation and clean up procedures, marking or locating plants and installing tree guards as required by the revegetation plan. Most typically it involves planting tube-stock and other such plants using minimal disturbance techniques in a land revegetation project.
- RTC2016A** **Recognise plants**
 This unit covers the process of recognising plants, including, depending on your area of work, native, endemic and exotic trees, shrubs, climbers, herbaceous and evergreen perennials, turf grasses and weeds that are commonly found in horticultural or land management situations. Plants can be described by their common or botanical name.
- RTD2022A** **Carry out natural area restoration works**
 This competency standard covers the process of carrying out natural area restoration work as part of a team.
- RTC2026A** **Undertake propagation activities**
 This unit covers propagation tasks such as preparing parent stock, collecting propagation materials, pre-planting treatments and basic propagation techniques such as raising plants from seed or cuttings.
- FPIFGM023A** **Store and dispatch seed**
 This unit of competency is about storing seed in and dispatching seed from a seed store.
- FPIFGM162A** **Collect, treat and store seed**
 This unit is about the work involved in collecting, treating and storing seed for later use.
- MNMOCC638A** **Undertake direct seeding**
 This unit applies to the organisation and direct seeding of a rehabilitation site.

Working With Animals

- RTD2101A** **Apply animal trapping techniques**
 This competency standard covers the process of live trapping and holding, releasing or humanely destroying wild dogs.
- RTD2116A** **Mustering pest animals**
 This competency standard covers the process of mustering pest animals. It requires the ability to assess the scope of the mustering job, prepare for mustering, conduct mustering operations, and clean and store equipment and materials.
- RTD2125A** **Use firearms to humanely destroy animals**

This competency standard covers the process of destroying pest animals humanely by shooting. Appropriate firearms licences are required for those involved in undertaking this activity and in training and assessment against this unit of competency.

RTD2126A

Recognise animals

This competency standard covers the process of recognising animals that are commonly encountered when undertaking agricultural, horticultural and land management activities. Recognising animals is likely to be under routine supervision with intermittent checking by supervisors, and requires a knowledge of animal identification techniques and nomenclature, enterprise procedures for obtaining and supplying advice and information about animals, and enterprise expectations about the range and number of animals to be recognised.

Construction And Maintenance

RTD2202A

Conduct erosion and sediment control activities

This competency standard covers the process of carrying out erosion and sediment control activities in both urban and rural environments.

RTC2203A

Conduct visual inspection of park facilities

This unit covers the standard process of routine visual inspection of park and recreational facilities to identify visible hazards and/or potential risks.

RTD2206A

Install aggregate paths

This unit covers the work of building/installing aggregate (gravel/crushed rock) paths.

RTC2209A

Install, maintain and repair fencing

This unit covers the work required to carry out safe and effective conventional fencing work to post and wire/wire netting under tension type fences used for animal control or as a deterrent for people and vehicles.

RTC2210A

Maintain properties and structures

This unit covers the work undertaken to maintain and repair properties and structures (such as farm buildings nursery structures, park and landscape furniture, paths, roads and fences,) in a situation that does not require the specialist skills of another trade.

Machinery And Equipment

RTC2301A

Undertake operational maintenance of machinery

This competency standard covers basic maintenance procedures required to support machinery operations. It involves non-specialist skills to perform basic servicing and repairs on a range of machinery according to scheduled maintenance programs.

RTC2304A

Operate and maintain chainsaws

This competency standard covers the maintenance, preparation and operation of hand-held chainsaws in a work environment.

RTC2306A

Operate vehicles

This competency standard covers the process of maintaining and operating vehicles in a rural, horticultural or land management setting including the application of basic driving skills to safely use various controls and features of a range of vehicles and demonstrate safe driving techniques.

RTC2307A

Operate machinery and equipment

This competency standard covers the maintenance and operation of machinery and equipment including carrying out pre-operational checks, calibrating equipment, reporting faults and maintaining operational records.

RTC2309A

Operate tractors

This competency standard covers the operation of tractors with or without attached equipment including the application of skills to safely use the various components and controls of tractors, check and confirm operational status and set and secure equipment for operation.

RTD2312A

Inspect machinery for plant, animal and soil material

This competency standard covers the process of cleaning machinery of material that may contribute to the spread of weeds, pests or diseases.

RTD2313A

Clean machinery of plant, animal and soil material

This competency standard covers the process of cleaning machinery of material that may contribute to the spread of weeds, pests or diseases.

MNQ.OP/20.A

Conduct grader operations #

This unit covers the planned grading and ripping of materials using a grader.

MNQ.OP/21.A

Conduct front end loader operations #

This unit covers the removal of bulk material by either sidecasting or loading directly into a transport system using a Front End Loader.

MNQ.OP/22.A

Conduct shovel/excavator operations #

This unit covers the removal of bulk material by either sidecasting or loading directly into a transport unit using a shovel or excavator.

MNQ.OP/23.A

Conduct haul truck operations #

This unit covers the haulage of bulk material using trucks.

- MNQ.OP/24.A** **Conduct dozer operations #**
This unit covers the shaping of land for conservation earthworks activities using dozers.
- MNQ.OP/25.A** **Conduct scraper operations #**
This unit covers the pick up, transporting and placing of materials using a scraper.
- FPIFGM139A** **Operate 4x4 vehicle in off-road conditions**
This competency standard covers the operation of 4x4 vehicles (e.g. cars, trucks, utilities) in on-road, off-road and adverse conditions covering all terrain.
- SFISHIP206A** **Operate a small vessel**

Pests And Diseases

- RTC2401A** **Treat weeds**
This competency standard covers the process of treating weeds using cultural, biological and chemical methods under supervision.
- RTD2402A** **Clear features that harbour pest animals**
This competency standard covers the process of clearing features and destruction of habitats that harbour pest animals without damaging native animal habitats and flora. It requires the ability to determine the scope of the work, prepare for the clearing job, clear features, destroy pest habitats and clean and store equipment and materials.
- RTD2403A** **Conduct vertebrate pest activities from aircraft**
This competency standard covers the process of conducting a range of pest control activities from the air.
- RTC2404A** **Treat plant pests, diseases and disorders**
This competency standard covers the process of treating plant pests, diseases and disorders using cultural, biological and chemical methods under supervision.
- RTD2405A** **Tag and locate judas animals**
This competency standard covers the process of using 'judas' animals to locate isolated pest animals. It requires the ability to capture and tag 'judas' animals, operate radio-telemetry equipment, use firearms, administer tranquillising drugs and clean and maintain equipment.

Resource Management

- RTD2501A** **Maintain cultural places**
This competency standard covers the process of maintaining cultural places as instructed by supervisors. Note: For Indigenous cultural places, the delivery and assessment against this competency standard must comply with community protocols and guidelines and be supported by elders and custodians of country.
- RTD2502A** **Maintain wildlife habitat refuges**
This competency standard covers the process of maintaining wildlife habitats and refuges to protect desirable animal species from predators. It requires the ability to assess the scope of the refuge maintenance job, prepare for the work, maintain wildlife habitat refuges, and clean and store equipment and materials.
- FPIL2191516A** **Reduce wildfire hazards**
This unit covers the work of identifying, reporting and reducing hazards that contribute to wildfires.
- PUAFIR204A** **Respond to wildfire**
This unit covers competency for responding to a wildfire when working as a member of a team, under direct supervision.

Health And Safety

- RTD2703A** **Operate in isolated and remote situations**
This competency standard covers the ability to plan, prepare for and work safely in isolated and remote situations. Operating in isolated and remote situations requires knowledge of maps and map reading, local topography, nearby inhabitants and locations within that area, survival techniques and human needs relating to survival situations, clothing requirements for sun or heat protection, basic first aid, and the operation of communication equipment and distress signalling.
- RTC2706A** **Apply chemicals under supervision**
This competency standard covers the process of applying chemicals and biological agents for the control of weeds, pests and diseases using workplace specific application equipment under supervision.

Working With People

- RTD2802A** **Record information about country**
This competency standard covers the process of recording information and knowledge on country - from both an Indigenous and non-Indigenous perspective. It requires the ability to collect and assess information and document information according to community guidelines and protocols. Note: Delivery and assessment against this competency standard must comply with community protocols and

guidelines and be supported by elders and custodians of country.

- RTD2803A** **Observe and report on plants and/or animals**
This competency standard describes tasks associated with the observation, recording and reporting on the presence of plants and/or animals against criteria provided by a supervisor or as required under legislation or regulations. It requires the ability to plan and organise observations, collect and record information and report data usually under routine supervision.
- THTFAT01B** **Provide on-site information and assistance**
This unit deals with the skills and knowledge required to access and interpret information on a site attraction and/or land management agency, to provide assistance to customers and to promote site and agency services. This unit applies to operational field staff.
- THTFTG01B** **Work as a guide**
This unit deals with the skills and knowledge that underpin effective performance as a guide. It covers key legal, ethical, safety and professional development issues that must be considered by guides in their day-to-day work.

Administration And Business

- BSBCMN205A** **Use business technology**
This unit covers the skills and knowledge required to select, use, and maintain business technology. This technology includes the effective use of computer software to organise information and data.
- BSBCMN206A** **Process and maintain workplace information**
This unit covers the skills and knowledge required to collect, process, store and maintain workplace information and its systems. It includes the maintenance of filing and record systems.
- PUALAW001A** **Protect and preserve incident scene**
This unit covers the competency required, on arrival at the scene of an accident or incident, to conduct initial assessment, take action to maintain public safety and preserve the scene, and note and record details and information. The unit is particularly applicable in cases where organisation personnel are the first to arrive at the scene of an accident or incident.

Certificate III Units

- RTC2701A** *Follow OHS procedures**
 This competency standard covers the process of following enterprise Occupational Health and Safety (OHS) policies and procedures including the ability to comply with workplace procedures in hazard identification and risk control, observe safe practices during work operations and to participate in arrangements for maintaining health and safety of all people in the workplace.
- RTC2702A** *Observe environmental work practices**
 This competency standard covers the process of observing and contributing to positive environmental work practices including the ability to follow workplace directions and instructions, recognise basic environmental hazards and threats, communicate accurately with supervisors and workplace colleagues and keep simple records.
- RTC2705A** *Work effectively in the industry**
 This competency standard covers the process of working effectively on an individual basis and with others.
- RTC2801A** *Participate in workplace communications**
 This competency standard covers the process of effectively participating in workplace communications.
- RTC3701A** *Respond to emergencies**
 This unit is about the ability to respond to workplace emergencies. It requires sound knowledge of workplace occupational health safety procedures, the ability to call for emergency services and knowledge of basic first aid.

Working With Plants

- RTC3016A** **Provide information on plants and their culture**
 This unit requires demonstrated knowledge of a range of plants used in particular horticultural enterprises including their name, growing characteristics and culture.
- RTD3034A** **Implement revegetation works**
 This competency standard is about undertaking re-vegetation work. It requires the ability to prepare equipment and materials for revegetation projects, prepare a planting site, undertake revegetation works and maintain a revegetated site.
- FPIFGM006A** **Extract seed**
 This unit is concerned with extracting and processing seed using an extraction unit.
- FPIFGM008A** **Conduct seed collecting operations**
 This unit describes the work involved in the collection, treatment and storage of seed.

Working With Animals

- RTD3125A** **Respond to wildlife emergencies**
 This competency standard covers the process of evaluating and coordinating a response to natural resource emergencies involving fauna.
- RTD3132A** **Survey pest animals**
 This competency standard covers the process of surveying pest animal abundance by conducting ground and aerial counts.

Construction And Maintenance

- RTC3201A** **Conduct operational inspection of park facilities**
 This competency standard covers the process of inspecting park/recreational facilities to identify hazards, existing and/or potential risks, and non-conformities with Australian Standards and OHS requirements.
- RTD3202A** **Construct access tracks**
 This competency standard covers the process of constructing access tracks and clearing vegetation on rural land. The work reflects erosion control principles requiring the application of specialised earthmoving techniques completed to fine tolerances. Work is often carried out in varied conditions and landscapes, which requires operators to develop skills that are unique to this sector.
- RTD3205A** **Construct conservation earthworks**
 This competency standard covers the process of constructing conservation earthworks on rural land. The work reflects erosion control principles requiring the application of specialised earthmoving techniques completed to fine tolerances. Construction is often carried out using a single earthmoving machine in varied conditions and terrains that requires the plant operator to develop skills that are unique to this sector.
- RTC3206A** **Erect timber structures and features**
 This competency standard covers the process of erecting timber structures and features such as fences, pergolas, trellises, lattices, gazebos, small bridges, handrails, boardwalks, steps, decking, sheds, playhouses, screens, and site furniture.
- RTC3209A** **Plan and construct conventional fencing**
 This competency standard covers the functions required to plan and construct conventional fencing.

- Conventional fencing refers to post and wire/wire netting under tension and can be used for animal control or as a deterrent for people and vehicles.
- RTC3211A Implement a maintenance program for an aquatic environment**
This competency standard covers the process of implementing a maintenance program for an aquatic environment including monitoring aquatic plants and/or animals, water quality and the movement of water into and out of the environment.
- RTD3212A Implement erosion and sediment control measures**
This competency standard covers the process of the construction/installation and maintenance of a range of measures specified on erosion and sediment control plans, and complies with the requirements often associated across a broad range of land disturbance and restoration projects.
- RTC3213A Implement property improvement, construction and repair**
This competency standard is about the work required to carry out maintenance and construction of improvements to properties under routine supervision.
- RTC3218A Undertake a site assessment**
This competency standard covers the process of undertaking a site assessment as part of preliminary tasks leading to the development of a landscape or project design.

Machinery And Equipment

- RTC3310A Operate specialised machinery and equipment**
This competency standard covers the maintenance and operation of specialised machinery and equipment including carrying out pre-operational checks, calibrating equipment, reporting faults and maintaining operational records.
- RTC3311A Perform specialised machinery maintenance**
This competency standard covers the process of maintaining specialised machinery and equipment such as machinery and equipment used principally in agriculture, horticulture, and conservation and land management work where there is high wear and tear on components.
- RTD3315A Transport machinery**
This competency standard covers the process of safe movement, loading and securing of earth moving machinery for the purpose of transport.

Pests And Diseases

- RTC3401A Control weeds**
This unit is about the control of weeds using chemicals as well as cultural means. It requires sound knowledge of modern chemical application techniques as well as recognition of common enterprise narrow and broadleaf weeds.
- RTC3404A Control plant pests, diseases and disorders**
This unit is about the control of pests and diseases using chemicals as well as cultural means. It requires sound knowledge of modern chemical application techniques as well as recognition of signs/symptoms of common pests and diseases.
- RTD3405A Monitor and evaluate the local pest management action plan**
This competency standard covers the process of monitoring and evaluating the local area pest management action plan.

Resource Management

- RTD3501A Assist in the implementation of legislation**
This competency standard covers the process of assisting the implementation of pest control legislation and involves the provision of both support and advice to landholders to ensure their compliance.
- RTD3502A Carry out inspection of designated area**
This competency standard covers the process of inspection of designated areas for specific purposes. It requires the ability to define area and target of inspection, carry out risk assessment and minimisation, prepare for and carry out inspection, and clean and store equipment and materials following inspection.
- RTD3505A Maintain natural areas**
This competency standard covers the process of maintaining places of natural significance. Note: For Indigenous contexts the assessment against this competency standard must comply with community protocols and guidelines and be supported by elders and custodians of country.
- RTD3507A Undertake sampling and testing of water**
This competency standard covers the process of sampling and testing water quality as part of a monitoring program. It requires the ability to plan for sampling and testing, prepare equipment and resources, carry out sampling and testing and complete water sampling and testing activities.
- RTD3508A Perform diving for scientific purposes**
This competency standard covers the process of scientific diving required to support research, monitoring and inspection roles associated with places or areas of significance. Successful completion of this unit

requires compliance with the current Australian Standard for Occupational Diving Operations: Scientific Diving.

- FPIFGM147A** **Read and interpret maps**
This unit is concerned with interpreting maps and plans and includes use and interpretation of GIS.
- FPINCR034A** **Utilise burning for natural and cultural resource management**
This unit covers prescribed burning that may be used for regeneration and/or fuel reduction.
- PUAFIR303A** **Suppress wildfire**
This unit covers competency while working as a member of a team when suppressing a wildfire and is often undertaken without direct supervision.

Health And Safety

- RTD3509A** **Collect and preserve biological samples**
This competency standard covers the process of collecting and preserving biological samples as part of a monitoring program.
- RTD3703A** **Respond to rescue incidents**
This competency standard covers the process of responding to emergency and rescue incidents. It requires the ability to prepare for response, respond to incident, effect the rescue and implement post incident responses.
- RTC3704A** **Prepare and apply chemicals**
This unit covers the knowledge and skill required preparing chemicals for use and using a range of application equipment, from knapsacks to boomsprays to apply them. The underpinning knowledge is typically gained through the achievement of a Farm Chemical User Certificate, SmartTrain or ChemCert certificate or equivalent.
- RTC3705A** **Transport, handle and store chemicals**
This unit covers the knowledge and skill required to transport, handle, mix and store chemicals in a workplace. The underpinning knowledge is typically gained through the achievement of a Farm Chemical User Certificate, SmartTrain or ChemCert certificate or equivalent.
- RTD3706A** **Maintain biological cultures**
This competency standard covers the process of maintaining biological control agents for weed control prior to release in an experimental or field situation.
- RTD3707A** **Release biological agents**
This competency standard covers the process of releasing biological control agents for weed or pest animal control in an experimental or field situation.
- RTD3709A** **Handle and store explosives**
This competency standard covers the process of safe handling, storage, loading and transporting of explosives in line with established industry standards. It requires the ability to identify and accurately state the requirements for the handling, storage and transport of explosive products, complete accurate work reports and explosives records, and correctly identify essential components of requirements for the loading and transport of explosives.
- RTD3710A** **Identify and select explosive products**
This competency standard covers the process of identifying and selecting explosive products and/or suitable mixtures that can be used for blasting for agricultural or land management purposes. It requires the ability to examine explosives and determine their classification, select explosives for particular tasks, complete accurate work reports and interviews, estimate the likely effect of explosives on structures, personnel and livestock in the site vicinity, and select appropriate fly-rock control devices.
- RTD3711A** **Prepare and use explosives**
This competency standard covers the process of safely carrying out explosive procedures including preparation, mixing, detonation and clean up in the field. It requires the ability to use explosives, dispose of surplus, defective or unwanted detonators or explosives, accurately complete usage and disposal reports, correctly and uniformly mix explosives components and apply the regulations relating to explosives use according to enterprise requirements.

Working With People

- RTD3802A** **Provide appropriate information on cultural knowledge**
This competency standard covers the process of Indigenous people maintaining cultural knowledge and directing if and how this knowledge may be provided to others. Note: Assessment of this competency standard must comply with community protocols and guidelines and be supported by elders and custodians of country.

RTD3804A	<p>Supervise park visitor activities This competency standard covers the process of giving of advice to, and supervising public access and activities within a park or reserve.</p>
RTC3805A	<p>Coordinate work site activities This competency standard covers the process of coordinating work site activities for small-scale projects. Responsibility may be for the basic direction and coordination of small groups working on a site remote from the main enterprise, small projects or parts of projects, or small areas within the enterprise.</p>
RTD3811A	<p>Coordinate board/committee elections This competency standard covers the process of coordinating committee or board elections for an unincorporated group or incorporated association.</p>
RTD3812A	<p>Coordinate fund-raising activities This competency standard covers the process of coordinating fundraising activities for local community groups or programs.</p>
RTD3813A	<p>Coordinate social events to support group purposes This competency standard covers the process of co-ordinating social events in the context of a workplace or a community group, as a vehicle to create community interest and/or promote a program.</p>
RTD3814A	<p>Present proposed courses of action to meeting This competency standard covers the process of providing formal or semi-formal presentations to a meeting to obtain consent for a course of action or as part of a program submission.</p>
RTD3815A	<p>Represent group at functions This competency standard covers the group promotional activity of representing group in community or to another group.</p>
RTD3816A	<p>Service committees This competency standard covers the process of organising meetings for committees and sub-committees at the group and regional levels to support the operation of community groups.</p>
RTD3817A	<p>Propose appropriate uses of traditional customs This competency standard covers the use of traditional customs for Indigenous people in caring for country. Note: Assessment against this competency standard must comply with community protocols and guidelines and be supported by elders and custodians of country.</p>
SRXTEM004A	<p>Deal with conflict This competency standard covers the process of dealing with conflict through identifying conflict situations, implementing conflict resolution strategies and using effective interpersonal skills.</p>
THTFTG07B	<p>Research and share general information on Australian indigenous cultures This unit deals with the skills and knowledge required to research and share information about Australian Indigenous societies in a culturally-appropriate way. It focuses on information that is widely available to the general community. The unit recognises that there is no single Australian Indigenous culture and emphasises the importance of culturally appropriate behaviour and local community consultation. This unit does not include in-depth interpretation of local Australian Indigenous cultures.</p>
THTFTG08B	<p>Interpret aspects of local Australian indigenous cultures This unit deals with the skills and knowledge required to interpret different aspects of local Australian Indigenous cultures in a tourism context. This unit focuses on an in-depth interpretation of a specific local culture. It is this in-depth, localised interpretation that distinguishes this unit from unit <i>THTFTG07B</i> <i>Research and share general information on Australian indigenous cultures</i></p>
THTFTG14A	<p>Prepare specialised interpretive content (cultural and heritage environments) This unit describes the skills and knowledge required to research and update the specialised information required by some guides. For example, guides who work in cultural centres will require specific information related to the centre's cultural focus.</p>

Administration And Business

RTD3903A	<p>Work in an Indigenous community or organisation This competency standard covers the process of operating within an Indigenous community or organisation while demonstrating an awareness of Aboriginal and Torres Strait Islander identity, history and spirituality. Note: Assessment of this competency standard must comply with community protocols and guidelines and be supported by elders and custodians of country.</p>
BSBADM308A	<p>Process payroll This unit covers processing of payroll from provided data in manual or computerised payroll systems.</p>
BSBCMN306A	<p>Produce business documents</p>

This unit covers the skills and knowledge required to produce various business documents. It includes the skills and knowledge required to select and use a range of functions on a computer application.

BSBCM308A Maintain financial records

This unit covers the maintenance of financial records for a business. It includes activities such as the maintenance of daily financial records, including reconciling debtors' and creditors' systems and preparing a maintaining a general ledger and preparing a trial balance. It also includes activities associated with the monitoring of cash control for accounting purposes.

MEM16.1BA Give formal presentations and take part in meetings

This unit is intended to cover the communication skills needed when individuals are required to make formal presentations and participate in meetings governed by formal rules or well-established conventions. For example, meetings that have a formal chairperson, minutes are recorded, and where roles are relatively well defined.

Certificate IV Units

- RTD4020A Plan the implementation of revegetation works**
This competency standard covers the preparation required to implement revegetation works for disturbed, degraded or remnant natural sites. Planning will involve liaison with the client/project manager, use of contract documents and specifications of works, complying with statutory obligation and responsibilities, preparation of a program of works to ensure sequential allocation of resources, and efficient use of contractors.
- RTC4024A Recommend plants and cultural practices**
This competency standard covers the process of providing recommendations on plants and their cultural requirements for specific situations and uses.
- RTD4402A Define the pest problem in a local area**
This competency standard covers the process of defining the pest problem in a local area. It requires the ability to define the land use process for the local area affected by the target pest problem, analyse the pest problem in the local area, determine critical control points for management of the pest problem and document and collate the impacts of the pest.
- RTD4504A Monitor biodiversity**
This competency standard covers the process of monitoring biodiversity. These changes may lead to the monitoring of critical biological and physical factors and interactions that give a basis to make corrective changes in a natural area.
- RTD4506A Process applications for changes in land use**
This competency standard covers the processing of applications for changes in land use for legislative compliance.
- RTD4507A Produce maps for land management purposes**
This unit covers the skills and knowledge required to coordinate and review the promotion of an organisation's products and services.
- RTD4509A Report on place of potential cultural significance**
This competency standard covers the process of investigating, protecting and reporting on places which may have cultural significance, subject to further research. Note: For Indigenous cultural places the assessment against this competency standard must comply with community protocols and guidelines and be supported by elders and custodians of country.
- RTD4510A Supervise natural area restoration works**
This competency standard is about supervising natural area restoration works such as community or local government re-vegetation project. It requires the ability to read and interpret project documentation, calculate materials and determine project resources, coordinate a team (including, possibly, volunteers) to achieve optimum performance, communicate with personnel at all levels and minimise environmental disturbance on site.
- RTD4811A Provide information on environmental issues and policies**
This competency standard covers the process of researching, extracting and providing information on environmental issues and policies to individuals, landholders, schools, community groups, contractors and other agencies.

Working With Plants

- PPIFGM004A Manage seed collection**
This unit includes the work undertaken in seed collection areas in seed orchards, plantations and native forests. This is a level 4 unit and is commonly undertaken by field supervisors.

Construction And Maintenance

- RTD4205A Set out conservation earthworks**
This competency standard covers the process of setting out of conservation earthworks on rural lands. Conservation earthworks are low engineering standard structures which require specialised pegging/marketing techniques to ensure construction can be completed to design specifications and dimensions.
- RTC4206A Supervise landscape project works**
This competency standard covers the process of supervising landscape project works across a range of situations and environments including amenity and natural resource areas. Such project works may include a planting program, construction of landscape features, installation of drainage or irrigation, land shaping and stabilising or a combination of these.
- RTD4207A Supervise on-site implementation of conservation earthworks**
This competency standard covers the process of setting out of conservation earthworks on rural lands. Conservation earthworks are low engineering standard structures which require specialised pegging/marketing techniques to ensure construction can be completed to design specifications and dimensions.

Machinery And Equipment

- RTD4303A** Prepare safe operating procedures for calibration of equipment
This competency standard covers the process of preparing enterprise procedures for the calibration of equipment used in the application of weed control chemicals and bioagents.
- RTC4306A** Supervise maintenance of machinery and equipment
This competency standard covers the functions involved in supervising the maintenance of property, machinery and equipment.

Pests And Diseases

- RTD4403A** Develop a pest management action plan within a local area
This competency standard covers the process of developing an action plan for the management of target pests in a local area.
- RTD4404A** Develop monitoring procedures for the local pest management strategy
This unit is about the work undertaken in developing written procedures to monitor the progress/implementation of the pest management strategy within a local area.
- RTD4405A** Coordinate the local pest management strategy
This competency standard covers the process of coordinating local pest management strategies.
- RTD4406A** Implement pest management action plans
This competency standard covers the process of implementing of pest management action plans at the local level.
- RTD4407A** Investigate a reported pest treatment failure
This competency standard covers the process of investigating cases of treatment failure as part of a program of pest management and control.

Resource Management

- RTD4501A** Contribute to the proposal for a negotiated outcome for a given area of country
This competency standard covers the process of supporting and contributing to the development of a proposal for a negotiated outcome for a given area of country. It requires the ability to gather information to support the proposal for a negotiated outcome for a given area of land, contribute to the development of the proposal, and provide feedback on the development of proposal. Contributing to the proposal for a negotiated outcome for a given area of country requires a knowledge of cultural customs and heritage, relevant legislation, community organisations, roles of different organisations in land and sea management, and land and sea management techniques and approaches.
- RTD4502A** Implement land and sea management practices
This competency standard covers the process of implementing Indigenous and non-Indigenous land and sea management practices required for a given area according to management plans and strategies, community guidelines and cultural protocols. It requires the ability to determine appropriate Indigenous land and sea management practices, determine appropriate non-Indigenous land and sea management practices, develop approach to implementation of land and sea management practices, and undertake land and sea management practices. Implementing land and sea management practices requires a knowledge of cultural protocols which apply in communities, Indigenous and non-Indigenous land and sea management practices, technology for use in environmental management, and implementation strategies for land and sea management.
- RTD4503A** Inspect and monitor cultural places
This competency standard covers the process of inspecting and monitoring of the fabric and setting of a heritage or culturally significant place to identify non-conformities with conservation and management plans. Note: Assessment against this competency standard must comply with community protocols and guidelines and be supported by elders and custodians of country.
- RTD4505A** Participate in assessments of project submissions
This competency standard covers the process of participating in the submission assessment process at regional and State/Territory levels for public-funded community programs.
- RTD4508A** Protect places of cultural significance
This competency standard covers the process of protecting cultural places, particularly indigenous peoples' places of culture, in co-operation with stakeholders. Note: For Indigenous cultural places the assessment against this competency standard must comply with community protocols and guidelines and be supported by elders and custodians of country.

Health And Safety

- RTC4701A Implement and monitor the enterprise OHS program**
This competency standard covers the process of implementing and monitoring the enterprise OHS program. It requires the ability to provide information to the work group about OHS, facilitate the participation of workers, implement and monitor enterprise procedures for identifying hazards and assessing and controlling risks, dealing with emergencies and hazardous events, and maintain occupational health and safety records.
- RTC4702A Minimise risks in the use of chemicals**
This competency standard covers the process of developing, implementing and monitoring a risk control strategy in a workplace where chemicals are being handled and used.
- RTC4703A Plan and implement a chemical use program**
This competency standard covers the process of planning and implementing a program for the use of chemicals in a workplace.

Working With People

- RTD4802A Develop approaches to include cultural and human diversity**
This competency standard covers the process of identifying and accessing culturally diverse groups in the community so that they are included in program development and implementation.
- RTD4804A Develop community networks**
This competency standard covers the process of developing relationships that support the establishment and development of community and agency networks.
- RTD4805A Facilitate ongoing group development**
This competency standard covers the process of supporting a community group in its ongoing management and resolution of issues.
- RTD4806A Obtain and manage sponsorship**
This competency standard covers the process of planning and obtaining sponsorship for a community program.
- RTD4807A Obtain resources from community and group**
This competency standard covers the process of sourcing of resources from within the community and group to support group activities and projects.
- RTD4808A Promote community programs**
This competency standard covers the process of developing relationships that support the establishment and development of the group, and providing support from within the community for the group.
- RTD4809A Record and document community history**
This competency standard covers the process of recording oral and community history for natural and cultural resource management purposes. Note: For Indigenous contexts, the assessment of this competency standard must comply with community protocols and guidelines, and be supported by elders and custodians of country.
- RTD4810A Support individuals in resource management change process**
This competency standard covers the process of providing support for a person or business to change their management of resources within the context of the program.
- BSBFLM404A Lead work teams**
This unit covers the skills and knowledge required to lead a team or work group in a business environment. It includes developing plans, providing leadership and supervising the performance of a group.
- BSZ404A Train small groups**
This unit covers the requirements for planning, delivering and reviewing training for the purposes of developing competency on a one-to-one or small group basis.

Administration And Business

- RTC4905A Cost a project**
This competency standard covers the process of obtaining, calculating, summarising and presenting the costs of materials, equipment and labour for a project to the best financial advantage of a rural, horticultural or land management enterprise.
- RTD4906A Develop work practices to accommodate cultural identity**
This competency standard covers the process of developing work practices to accommodate cultural identity and recognising the role that history has had in shaping cultural identity in relation to work within an Indigenous community or organisation. It requires the ability to investigate government policies and practices relating to Indigenous peoples since European settlement, synthesise changes that have occurred in Indigenous societies, outline effects of current work related issues, determine the impacts of competing factors on self esteem/identity, and design work practices to accommodate cultural identity. Developing work practices to accommodate cultural identity requires knowledge of Indigenous communities and

	protocols, cultural customs and heritage, connections between self-esteem, identity, community and work, Indigenous history, legislation and policies impacting on Indigenous communities and organisations, and designing work practices
RTD4907A	Establish an office This competency standard covers the process of defining office requirements and establishing a small office for a group either as an independent office or as an annexe to an agency office.
RTC4908A	Supervise work routines and staff performance This competency standard covers the functions associated with the coordination and direction of staff.
RTD4909A	Prepare project acquittal This competency standard covers the process of preparing an acquittal report according to program guidelines.
RTD4910A	Report on project This competency standard covers the process of preparing a report on a community project for future group and program reference
RTC4911A	Operate within a budget framework This competency standard covers the process of operating within an allocated cash flow budget in a rural, horticultural or land management setting.
RTD4912A	Contribute to association governance This competency standard covers the process of contributing to association governance to be an effective committee member of an incorporated association.
BSBCMN405A	Analyse and present research information This unit covers the skills and knowledge required to gather, organise and present workplace information using available systems
BSBCMN408A	Report on financial activity This unit covers the reporting of financial activity for business both in response to client requests and to meet statutory requirements such as the completion of statutory requirement reports
PSPPOLI401A	Support policy implementation This unit covers the identification and application of natural resource management and related policies
PUACOM012A	Liaise with media at a local level This unit covers the liaison with media at a local level incident and providing information about local events
TDTR298B	Source goods/services and evaluate contractors This competency standard covers the process of selecting contractors and evaluating their performance
THTPPD05B	Plan and develop interpretive activities This unit deals with the skills and knowledge required to plan and develop interpretive activities for different customer groups. Senior guides or senior activities co-ordinators would generally undertake this role. It is particularly relevant for those developing activities within tour operations, attractions/theme parks and national parks.
THTPPD07B	Plan and develop culturally appropriate tourism operations This unit deals with the skills and knowledge required to plan culturally appropriate tourism operations. The unit applies to all tourism operations and is particularly relevant for operations that involve substantial cultural content, the inclusion of visits to culturally sensitive sites or a high level of interaction between people of different cultures. Managers in the areas of operations, marketing and product development or general management would generally undertake this role

Diploma Units

RTC5011A	Collect and classify plants This competency standard covers the process of collecting and identifying plants using taxonomic keys
RTD5203A	Plan erosion and sediment control measures This competency standard covers the development of erosion and sediment control plans, which address the relevant legislation and issues associated with land disturbing projects
RTD5401A	Define the pest problem in a regional or broader context This competency standard covers the process of analysing information on pest impacts and land management or production processes to define the scope of a pest problem within a regional or broader context.
RTD5501A	Assess applications for legislative compliance This competency standard covers the process of assessing applications for legislative compliance relating to changes in land use and /or management
RTD5502A	Conduct field research into natural and cultural resources This competency standard covers the process of conducting field research into natural resource and cultural areas for resource management and related purposes. This work is often done prior to, or in conjunction with the development of a resource management plan
RTD5503A	Design a natural area restoration project This competency standard covers the process of preparing a design for a restoration project in a natural area
RTC5504A	Develop a management plan for a designated area This competency standard covers the process of developing a management plan for a designated natural resource area.
RTD5507A	Develop conservation strategies for cultural resources This competency standard covers the process of development of conservation strategies and management policies for cultural resources as part of the overall park management and planning process. Note: For Indigenous cultural places the assessment against this competency standard must comply with community protocols and guidelines and be supported by elders and custodians of country
RTD5510A	Implement plans of management This competency standard covers the process of implementing plans of management for a natural or cultural resource. Note: For Indigenous cultural places and contexts the assessment against this competency standard must comply with community protocols and guidelines and be supported by elders and custodians of country
RTC5519A	Conduct biological surveys This competency standard covers the process of surveying and assessing vegetation and/or animals
RTC5520A	Manage parks and reserves This competency standard covers the process of managing parks, reserves, gardens and open spaces. Management involves implementing enterprise business and associated plans including the purchasing plan, managing the enterprise office, scheduling park operations, monitoring operations in relation to goals and objectives and recommending improvements to operations
RTD5522A	Plan river restoration works This competency standard covers the development of river restoration plans. It requires the ability to establish the suitability of a project proposal, develop erosion and sediment control strategies, design structural works, and prepare a river restoration plan
BSBMGT507A	Manage environmental performance This unit covers the development, maintenance and evaluation of the organisation's environmental policies and procedures in regard to environmental sustainability as an integral part of business planning. All those who have a management responsibility would be advised to take this unit. It is also very useful for small businesses

Working With Plants

RTD5003A	Manage natural area restoration programs This competency standard covers the process of managing natural area restoration programs
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Working With Animals

RTD5102A	Manage fauna populations This competency standard covers the process of managing fauna populations
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Construction And Maintenance

RTC5201A	Conduct comprehensive inspection of park facilities This competency standard covers the process of inspecting comprehensively and auditing the safety of park/recreational facilities to identify non-conformities with Australian Standards, legislative and OHS requirements and manufacturers standards
RTD5202A	Design control measures and structures This competency standard covers work functions associated with the formal engineering design of erosion and sediment control measures, and structures including farm dams

- RTD5204A Plan conservation earthworks**
This competency standard covers the development of conservation works plans featuring erosion control for the protection of rural lands
- FPIFGM137A Manage road construction and maintenance**
This unit describes the work required to plan for, and ensure the implementation of, road construction and maintenance. Roads may be heavy duty, all-weather logging roads, through to unmetalled earth roads

Machinery And Equipment

- RTC5303A Manage machinery and equipment**
This competency standard covers the functions involved in managing the maintenance and operation of machinery and equipment

Pests And Diseases

- RTD5402A Develop a strategy for the management of target pests**
This competency standard covers the process of assessing pest and land management information and developing a strategic plan for the management of the pests
- RTD5403A Develop a system for monitoring the pest management strategy**
This competency standard covers the process of developing and developing of systems to monitor pest management strategies
- RTD5404A Coordinate the pest management strategy in a regional or broader context**
This competency standard covers the process of identifying the activities required to meet the objectives of the strategic plan, and the co-ordination of human and physical resources in order to achieve those objectives
- RTD5405A Evaluate the pest management strategy**
This competency standard covers the process of evaluating pest management strategies and making recommendations for improvements

Resource Management

- RTD5508A Develop strategies for Indigenous land or sea management**
This competency standard covers the process of developing strategies for contemporary land or sea management from an Indigenous perspective. It requires the ability to research contemporary Indigenous land and sea management practices, develop management strategies for a specified area, source and apply for funds, and consult with others on strategies, priorities and project works. Developing strategies for Indigenous land or sea management requires a knowledge of Indigenous land/sea management practices, cultural customs and heritage, application of protocols, Native Title acts, relevant state land acts/legislation, interaction between natural and cultural processes, and cultural knowledge on plants, animals and relationship to country.
- RTD5509A Evaluate project submissions**
This competency standard covers the process of participating in the submission assessment process for government funded community-based programs at regional and State/Territory levels
- RTD5511A Manage restoration of cultural places**
This competency standard covers the process of managing the restoration of cultural places. Note: For Indigenous cultural places the assessment against this competency standard must comply with community protocols and guidelines and must be supported by elders and custodians of country
- RTD5512A Manage the implementation of legislation**
This competency standard covers the process of administering pest control legislation and involves the provision of both support and advice to landholders to ensure compliance, within enterprise guidelines or legislative requirements
- RTD5513A Manage wildfire hazard reduction programs**
This competency standard covers the process of managing wildfire hazard reduction programs through planning, advising and monitoring the performance of operational personnel undertaking fire prevention activities
- RTD5517A Propose a negotiated outcome for a given area of country**
This competency standard covers the process of proposing a negotiated outcome for a given area of country according to community guidelines and best practice procedures. It requires the ability to identify, select and define relevant issues related to the given area of country, gather and analyse information, formulate and communicate proposals, complete a proposal for a negotiated outcome for a given area of country. Proposing a negotiated outcome for a given area of country requires knowledge of report preparation, consultation approaches, conflict resolution, cultural customs and heritage, relevant state land and resources acts/legislation, and management and use of the resources of the specific area
- RTD5518A Review assessments for legislative compliance**
This competency standard covers the process of reviewing assessments for legislative compliance relating to changes in land use
- FPINCR033A Plan burning activities for natural and cultural resource management**
This competency covers prescribed burning which may be used for regeneration and/or fuel reduction.

Health And Safety

- RTC5701A** **Establish and maintain the enterprise OHS program**
This competency standard covers the process of establishing and maintaining the enterprise Occupational Health and Safety (OHS) program
- RTC5702A** **Develop and manage a chemical use strategy**
This competency standard covers the process of developing, implementing and managing a chemical use strategy. High level skills include risk analysis, risk control, risk management, use of Integrated Pest Management, Integrated Resistance Management, Animal Health Management and communication are required

Working With People

- RTC5801A** **Provide specialist advice to clients**
This competency standard covers the process of providing specialist advice to clients relevant to agriculture, horticulture, or conservation and land management
- RTD5802A** **Support group and community changes in resource management**
This competency standard covers the process of supporting change management processes in a group and community context
- RTD5803A** **Operate within community cultures and goals**
This competency standard covers the process of exploring and understanding the culture and goals of a community or group and operating appropriately within those parameters
- RTD5805A** **Facilitate development of group goals and projects**
This competency standard covers the facilitation role to assist a group to develop its direction and role in terms of goals, action plans and projects, and to prepare submissions for funding on relevant projects. Goals, action plans and projects may range from a small area to a sub-catchment plan
- RTD5806A** **Promote group formation and development**
This competency standard covers the process of bringing people together to form and strengthen the group, its processes and outcomes
- BSBFLM501A** **Manage personal work priorities and professional development**
Frontline management is responsible for managing their own performance and professional development. At this level, work will normally be carried out within complex and diverse methods and procedures which require the exercise of considerable discretion and judgement, using a range of problem solving and decision making strategies
- BSBFLM510A** **Facilitate and capitalise on change and innovation**
Frontline management is responsible for managing their own performance and professional development. At this level, work will normally be carried out within complex and diverse methods and procedures which require the exercise of considerable discretion and judgement, using a range of problem solving and decision making strategies
- CHCCD4A** **Develop and implement community programs**
This competency is about developing community programs to ensure maximum participation
- LGACOM502A** **Devise and conduct community consultation**
This unit covers devising and conducting community consultations and reporting on results.
- PUAPRO001A** **Promote a learning environment in the workplace**
This unit covers the competency to promote a workplace learning environment in which work and learning are integrated to support the achievement of individual and organisation objectives

Administration And Business

- RTD5904A** **Map relationship of business enterprise to culture and country**
This competency standard covers the process of mapping the relationship of European business enterprises to culture and country. It requires the ability to establish reasons for entering/establishing business, interpret the legal parameters of the business organisation, investigate the roles of key positions in the organisation and/or community, and evaluate the decision making process. Mapping the relationship of business enterprises to culture and country requires a knowledge of legislation formulation, specific legislation, legal aspects of business structures, constitutions and other corporate documentation, organisational structures theories, decision-making processes and community structure
- RTD5907A** **Plan for successful cultural practice at work**
This competency standard covers the process of planning for culturally appropriate work practices to enable practitioners to be successful in their chosen field of work or vocation. It requires the ability to summarise essential features of Indigenous families and cultures, review impacts of changes on Indigenous societies since European settlement, outline the concept of 'cultural maintenance', and plan culturally appropriate work practices. Planning for successful cultural practice at work requires knowledge of history and effects of European settlement on Indigenous peoples, the concept of cultural maintenance, change processes and planning work practices
- RTC5908A** **Prepare estimates, quotes and tenders**
This competency standard covers the process of preparing estimates, quotes and tenders in a horticultural, agricultural or land management enterprise. Estimates or quotes may be developed as stand alone estimates or quotes for a specific purpose, or they may be incorporated in tenders

RTD5910A	<p>Contribute to regional planning process This competency standard covers the process of contributing to and assisting in the regional planning process under the broad direction of technical specialists, facilitator and/or group and panels</p>
RTD5911A	<p>Manage the incorporation of a group This competency standard covers the process of coordinating activities related to the conversion of an unincorporated group into an incorporated entity. It requires the ability to identify association requirements, seek incorporation approvals and execute incorporation requirements</p>
RTC5913A	<p>Collect and manage data This competency standard covers the process of collecting, analysing and managing data. It requires the ability to determine the type and extent of data to be collected, access and collate data, evaluate data, manage, analyse and retrieve data</p>
RTC5914A	<p>Prepare reports This competency standard covers the process of preparing comprehensive reports for agricultural, horticultural and/or land management purposes</p>
RTD5915A	<p>Investigate suspected breaches of NRM legislation This competency standard covers the process of investigating suspected breaches of Natural Resource Management legislation</p>
BSBADM502A	<p>Manage meetings This unit covers managing the preparation of meetings, chairing the meetings, organising the minutes and reporting outcomes. This unit is related to BSBADM405A Organise meetings</p>
BSBADM504A	<p>Plan or review administration systems This unit covers planning and /or reviewing the requirements of effective administration systems and procedures for implementing, monitoring and reviewing the system.</p>
BSBMGT503A	<p>Prepare budgets and financial plans This unit covers the preparation of financial plans and budgets by operational/non-financial managers.</p>
BSBMGT506A	<p>Recruit, select and induct staff This unit covers all aspects of selection and recruitment relevant to managers who are not specialists in the area. It ensures that managers engage in appropriate planning and that selection and induction leads to the recruitment and retention of high quality staff. This unit is almost essential for those who now have (or are likely to have) an involvement in or responsibility for recruiting, selecting and/or inducting staff</p>
BSBSBM405A	<p>Monitor and manage business operations This unit is concerned with the operation of the business and with implementing the business plan. The strategies involve monitoring, managing and reviewing operational procedures. It is suitable for existing micro and small businesses or a department in a larger organisation</p>
PSPPM502A	<p>Manage projects This unit covers the management of projects which may be reasonably complex in terms of scope, degree of risk, political, cultural and social factors that apply, consequences of failure and degree of control of the project</p>
PSPPM503A	<p>Finalise projects This unit covers finalisation of projects which may be reasonably complex in terms of scope, degree of risk, political, cultural and social factors that apply, consequences of failure and degree of control of the project</p>
PSPPOLD501A	<p>Develop organisation policy This unit covers the development of 'in house' operational policy in an organisation, formulated to facilitate the implementation of government or board directives</p>
TDTR398B	<p>Negotiate a contract This competency standard involves the skills and knowledge required to source goods/materials/services including analysing supply requirements and evaluating and selecting appropriate potential contractors</p>

Demonstrating your Skills

Decide how you will show the assessor that you have these experience, skills and knowledge specified in the Units you have chosen. This evidence can include:

- References from persons familiar with your achievements. This may include Management, Technical Specialist, fellow members of regional or local committees, work colleagues, the members of a community service group (eg Rural Fire Service) social, sporting or community club where you have some involvement.
- Statement of attainment or attendance from a training course
- Personal resume including management or relevant experience
- Academic transcripts
- Position description for the job that you have
- Weed Management Plans you have developed
- Risk management plan
- Forms you have completed
- Various types of records e.g. Chemical Application, Property Inspections, OH&S incident records
- Workplace reports, journals, diaries or calendar of events
- Photographic or written demonstration of achievements
- Staff evaluations from employers and employees
- Permits or licences you have
- Memberships held.

To achieve any unit of competence you must demonstrate your skills and knowledge. It is important to gather evidence for all study units to confirm your achievements.

Where documentation is available, you should attach evidence of training and experience.

Not everything has to be produced in written form. The assessor can gather evidence to support your application by talking to you over the phone or on their visit to your workplace if arranged.

The idea is for you to demonstrate your knowledge and skill in the easiest possible way. It is acceptable if one piece of evidence covers several units. If you need several pieces of evidence to meet the requirements, that is also fine.

The role of the assessor is to assist you in demonstrating what you know, not what you don't know. The Assessor is also there to help you identify and develop your future training needs.

ASSESS Sheets

ASSESS Sheets are designed to assist you in identifying and organising the evidence you will need to supply us for assessment for each Unit of Competence. The ASSESS Sheet is designed to be very flexible in allowing you to identify and present a wide variety of evidence to support your case for Skills Recognition for the Unit.

The ASSESS Sheet is set out as follow:

Unit Code and Unit Name:

The Unit Code is a unique number assigned to the module for administration purposes. There are 1000's of Units across every different Industry Training Council. The Unit name is designed to accurately describe the content of the Unit.

Holistic Outcome:

This is a brief description of the task or competence for which the Unit provided training and assessment.

Answers:

Can you answer questions such as these? This section included a series of questions relating to the competencies covered in the Unit. Answers to these questions will provide evidence of your skills, knowledge and experience.

Show:

➤ Can you show or demonstrate this particular unit to the assessor? At the time of a workplace visit it will be useful for the assessor to see you undertake tasks and processes which demonstrate your skills.

Samples:

Can you provide samples of your work in this unit? Examples can be anything that relates to the Unit:

- Reports
- Weeds Notices
- Letters
- Plans
- Photos
- Meeting Minutes

Please don't discount any possible item which you think may be relevant as we are happy to consider most things.

Experience:

What is your experience in this unit? Provide a concise summary of your experience relating to the Unit.

Support:

Can you get support from others to help verify your competence? Letters of reference from clients, employers, colleagues or anyone else who can support your case are useful.

Study:

Have you done any formal or informal training in this unit? Please supply copies of Certificates, Statement of attainment and transcripts of course content (if available)

The following pages contain some examples of ASSESS Sheets

Example ASSESS Sheet – Certificate II

RTC2401A Treat weeds

This competency standard covers the process of treating weeds using cultural, biological and chemical methods under supervision.

<p>A ANSWERS</p>	<p>Can you answer questions such as these?</p> <ul style="list-style-type: none"> • What types of weeds have you treated and under what circumstances? • Why were they classed as weeds and what treatments did you undertake? • What follow up activities were required? Why? • What information do you record when performing weed treatment activities? • What OHS hazards are associated with these tasks? • What types of personal protective equipment (PPE) have you used?
<p>S SHOW</p>	<p>Can you show or demonstrate this particular unit to the assessor? At the time of your workplace visit the assessor may want to see you...</p> <p>Read and interpret chemical labels, Material Safety Data Sheets (MSDSs), manufacturers specifications for setting up equipment and maintain spray records.</p> <p>Apply weed treatments.</p> <p>Carry out post treatment operations.</p>
<p>S SAMPLES</p>	<p>Can you provide samples of your work in this unit? At the time of your workplace visit please provide samples for the assessor such as:</p> <ul style="list-style-type: none"> • Lists of weeds or pressed specimens of weeds from your workplace, treatment records.
<p>E EXPERIENCE</p>	<p>What is your experience in this unit?</p> <p>Prepare details of your experience treating weeds in your personal profile. This may be a list of dot points describing the range and extent of your experience.</p>
<p>S SUPPORT</p>	<p>Can you get support for this unit from others?</p> <p>Provide copies of supporting documents such as references and testimonials from industry people, employers and/or clients of your experience in treating weeds.</p>
<p>S STUDIES</p>	<p>Have you done any formal or informal training in this unit?</p> <p>Your personal profile should list:-</p> <ul style="list-style-type: none"> • records of results from relevant formal coursework and studies; and/or • other informal study methods (on-job, field days, workshops) that have assisted you to acquire this competency. See Experience above.

Example ASSESS Sheet – Certificate III

RTC3401A Control weeds

This unit is about the control of weeds using chemicals as well as cultural means. It requires sound knowledge of modern chemical application techniques as well as recognition of common enterprise narrow and broadleaf weeds.

<p>A ANSWERS</p>	<p><i>Can you answer questions such as these?</i></p> <ul style="list-style-type: none"> • What kinds of weeds have you controlled and what chemicals did you use? • What is the workplace policy and procedures to weed control? • What state legislation impacts on your work? • How do you assess weed infestations? • How do you monitor weed infestations after control has been instigated? • What are the main safety hazards involved in controlling weeds? • What are the main and environmental risks involved in controlling weeds?
<p>S SHOW</p>	<p><i>Can you show or demonstrate this particular unit to the assessor? At the time of your workplace visit the assessor may want to see you...</i></p> <ul style="list-style-type: none"> • Use of chemical application equipment including selecting and mixing chemicals and calibrating spraying equipment. • Recognise of a range of weeds and beneficial organisms within a particular enterprise.
<p>S SAMPLES</p>	<p><i>Can you provide samples of your work in this unit? At the time of your workplace visit please provide samples for the assessor such as:</i></p> <ul style="list-style-type: none"> • Workplace spraying records • Weed control plans • Monitoring reports on weeds
<p>E EXPERIENCE</p>	<p><i>What is your experience in this unit?</i> Prepare details of your experience in controlling weeds in your personal profile. This may be a list of dot points describing the range and extent of your experience.</p>
<p>S SUPPORT</p>	<p><i>Can you get support for this unit from others?</i> Provide copies of supporting documents such as references and testimonials from industry people, employers and/or clients of your experience in controlling weeds.</p>
<p>S STUDIES</p>	<p><i>Have you done any formal or informal training in this unit?</i> Your personal profile should list:-</p> <ul style="list-style-type: none"> • records of results from relevant formal coursework and studies such as ChemCert, ACDC, ACUP or Smart Train certificates; and/or • other informal study methods (on-job, field days, workshops) that have assisted you to acquire this competency. See Experience above.

Example ASSESS Sheet – Certificate IV

RTD4403A Develop a pest management action plan for a local area

This competency standard covers the process of developing an action plan for the management of target pests in a local area.

<p>A ANSWERS</p>	<p><i>Can you answer questions such as these?</i></p> <ul style="list-style-type: none"> • What pest management action plans have you developed? • What was the purpose of this management action plan? • What are the relevant strategies/plans for your local area? • How these relate to statewide and national pest strategies? • What background information do you require to formulate a management plan? • What are the key steps in developing a pest management action plan? • How would you define the stakeholders involved? • What consultative processes did you oversee?
<p>S SHOW</p>	<p><i>Can you show or demonstrate this particular unit to the assessor? At the time of your workplace visit the assessor may want to see ...</i></p> <p>Not applicable.</p>
<p>S SAMPLES</p>	<p><i>Can you provide samples of your work in this unit? At the time of your workplace visit please provide samples for the assessor such as:</i></p> <ul style="list-style-type: none"> • Pest management action plan you have developed. • Records of community consultation • Reports provided to management on progress and outcomes of development work • Plans and schedules developed to assist in implementation of the action plan • Presentations to agency and/or community groups • Recommendations on management options
<p>E EXPERIENCE</p>	<p><i>What is your experience in this unit?</i></p> <p>Please prepare a dot point summary of relevant activities which could include</p> <ul style="list-style-type: none"> • Determining land management/production objectives • Estimating costs and advantages for management units • Defining the performance criteria for each land management/production objective • Selecting management options for the target pests • Negotiating possible actions with relevant stakeholders
<p>S SUPPORT</p>	<p><i>Can you get support from others to help verify your competency?</i></p> <ul style="list-style-type: none"> • References from team leaders or line managers, verifying your experience and good practice in developing an action plan for the management of target pests in a local area, will help to validate your application. These references should address relevant performance criteria for this unit of competency. • Authentication of your evidence samples eg signed by your line manager will be important if other contact with your line manager is not possible.

S**STUDIES*****Have you done any formal or informal training in this unit?***

- If you have undertaken University studies, a TAFE course or other tertiary education which may be relevant to this unit of competency, copies of your results should be given to your assessor.
- Your personal profile should list key seminars, workshops, conferences and other informal study activities that have assisted you to acquire this competency.

Example ASSESS Sheet - Diploma

RTD5401A Define the pest problem in a regional or broader context

This competency standard covers the process of analysing information on pest impacts and land management or production processes to define the scope of a pest problem within a regional or broader context.

<p>A ANSWERS</p>	<p><i>Can you answer questions such as these?</i></p> <ul style="list-style-type: none"> • What pest problem have you been working with in a regional context? • What state legislation impacts on this work? • How do you identify if something is a pest? • What techniques do you use to measure the level of pest occurrence? • What are the main safety hazards involved in managing a pest with which you have recently worked? • How do you formulate your definition of the problem?
<p>S SHOW</p>	<p><i>Can you show or demonstrate this particular unit to the assessor? At the time of your workplace visit the assessor may want to see ...</i></p> <ul style="list-style-type: none"> • Not applicable.
<p>S SAMPLES</p>	<p><i>Can you provide samples of your work in this unit? At the time of your workplace visit please provide samples for the assessor such as:</i></p> <ul style="list-style-type: none"> • Action plans and reports defining extent and scope of pest problem. • Reports provided to management on compliance • Records of work undertaken in the field relevant to defining the problem. • Rapid response plans • Reports on potential impacts of pest.
<p>E EXPERIENCE</p>	<p><i>What is your experience in this unit?</i> Please prepare a dot point summary of relevant activities which could include:</p> <ul style="list-style-type: none"> • Define the land management and/or production process for the area affected by the target pest problem • Analyse the pest problem • Determine critical control points for management of the pest problem • Analyse the impacts of the pest
<p>S SUPPORT</p>	<p><i>Can you get support from others to help verify your competency?</i></p> <ul style="list-style-type: none"> • References from team leaders or line managers, verifying your experience and good practice in defining the pest problem in a regional or broader context, will help to validate your application. These references should address relevant performance criteria for this unit of competency. • Authentication of your evidence samples eg signed by your line manager will be important if other contact with your line manager is not possible.

S
STUDIES***Have you done any formal or informal training in this unit?***

- If you have undertaken relevant studies, the subject outlines and copies of your results should be made available. (eg TAFE or other training organisation's subjects)
- Your personal profile should list key seminars, workshops, conferences and other informal study activities that have assisted you to acquire this competency.

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Sample Diploma



NSW Agriculture

CB Alexander Agricultural College, Tocal
(National Provider 6747)

This is to certify that

John Weed Man

has fulfilled the requirements for the

**Diploma of
Conservation & Land Management**
(RTD50102)

Dated: 18 February 2003

Principal

Director-General
NSW Agriculture



The qualification certified herein is recognised within the
Australian Qualifications Framework

003405

Sample Transcript



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ACADEMIC TRANSCRIPT

John Weedman

Diploma of Conservation and Land Management (Weed Management RTD50102)

Unit Code	Unit Name	Results
Group A		
RTD5401A:	Define the Pest Problem in a Regional or Broader Context	Achieved by Skills Recognition
RTD5402A:	Develop a system for monitoring the management of target pests	Achieved by Skills Recognition
RTD5404A:	Coordinate the pest management strategy in a regional or broader context	Achieved by Skills Recognition
RTD505A:	Evaluate the pest management strategy	Achieved by Skills Recognition
Group B:		
RTD5512A:	Manage the implementation of Legislation	Achieved by Skills Recognition
BSBMGT503A:	Prepare Budgets and Financial Reports	Achieved by Skills Recognition
BSBSBM405A:	Monitor and manage business operations	Achieved by Skills Recognition
RTC5519A:	Conduct biological surveys	Achieved by Skills Recognition
Group C:		
RTC5913A:	Collect and manage data	Achieved by Skills Recognition
RTC5914A:	Prepare Reports	Achieved by Skills Recognition

***This student has met the requirements of the
Diploma of Conservation and Land Management
(Specialising in Weeds RTD50102)***

Cameron Archer
Principal

Thursday, 13 February 2003

Resume Format

Below is a suggested format for a detailed resume:

Personal Details

- Name:** Insert your full name
- Home Address:** Insert full address
- Phone Numbers:** Insert work, mobile and home phone numbers
- Date of Birth:** Date of Birth

Qualifications:

Insert a list of all formal qualification held

Education:

List all formal education and training course you have completed. Start with the most recent: e.g.

- 2002 Certificate IV in Weed Control Practice.
 2001 Legal training for Weeds Officer
 2001 Certificate III in Accountancy (TAFE)

And so on back to your earliest educational qualification – school

- 1986 Higher School Certificate
 1984 School Certificate

Employment history:

List each job you have held starting with the most recent or current employment:

- State the date of commencement of employment and the date of departure
- Full name of employer
- Job title
- Give a brief description of main duties.

Example:

June 1998 – Present:

Black Stump Shire Council

Noxious Weeds Officer

Main duties:

- Manage weed control on council land
- Carry out property inspections
- Issues Notices under the Noxious Weeds Act
- Manage contractors carrying out weed control operations
- Prepare grant applications and budget
- Manage Council weed control budget.

References:

- List the names and contact numbers of referees. Make sure you contact the referees and ask if they are happy for you to use them as a referee.
- ☐ Provide written references if available

Tocal College Policies

Tocal College Code of Practice

- the College upholds the principles of access and equity. College courses are open to all who meet the course entry requirements;
- the differing needs and requirements of people being trained and assessed are handled sensitively;
- potential for conflict of interest in the assessment process is identified and handled appropriately and fairly;
- all forms of harassment are avoided throughout the planning, conduct, review and reporting of assessment;
- appeal and grievance procedures are available to all students, and students are informed of these procedures;
- evidence gathered during assessment is verified for validity, reliability, authenticity, sufficiency and currency
- assessment decisions are based on available evidence that can be verified by another assessor. Personal factors that are not relevant to assessment will not influence the assessment outcomes;
- confidentiality is maintained regarding assessment results in accordance with Tocal College's privacy policy. The candidate is informed of assessment reporting processes prior to the assessment;
- assessment procedures are regularly reviewed by networks of assessors;
- Tocal College upholds NSW DPI's values of integrity, professionalism, innovation and respect.

Tocal College Privacy Policies

Tocal College complies with the Privacy and Personal Information Protection Act 1998. The College collects personal information from students to provide statistical data to the Federal Government for planning purposes, to minimise health threats, to arrange accommodation and for recognition of academic achievement.

Personal information is used for the purposes for which it was collected. It is protected from unauthorised use or disclosure and is stored in a secure location that has limited access. Individuals may access their personal information during working hours, subject to the availability of supervising staff. Personal information is destroyed according to the relevant disposal schedule from the State Records Act 1998.

NSW Department of Primary Industries has prepared a Privacy Management Plan to ensure that all personal information is collected, stored and accessed in accordance with the 12 Information Protection Principles as set down in the Privacy and Personal Information Protection Act 1998.

Appeals regarding assessment outcomes

This policy relates to outcomes of assessments, commonly known as 'results'. There is a separate policy regarding complaints and grievances for matters other than results.

- If you disagree with an assessment outcome you receive from Tocal College, you should firstly discuss it the appropriate College staff member (usually your course coordinator, tutor or skills recognition case officer) who will explain the reasons for the assessment outcome and give additional feedback where possible.
- If after discussion with the College staff member, you still disagree with the assessment outcome, you can request a re-assessment.
- If a dispute over assessment outcomes or eligibility to receive a credential cannot be resolved with the staff member by discussion and/or re-assessment, you may appeal to the College Credential Committee through the Principal.
- You should lodge an appeal in writing, setting out the grounds for your case, to The Principal, Tocal College, PATERSON NSW 2421. If you are not satisfied with the decision of the credential committee you can have your appeal heard by an independent person who is acceptable to you and to the College

Complaints and grievances

- If you have a complaint, contact the appropriate College staff member (usually your course coordinator, tutor or skills recognition case officer). They will try to solve the problem with you, and will also help you to fill out a complaint form if required.
- If you do not agree with the way your complaint is resolved you can appeal to the Principal. If you still disagree with the outcome you have the right to have an independent person (someone who is acceptable to you and to the College) recommend what should happen. The College staff member will explain this to you.
- If are not satisfied with the handling of your complaint by the College, or there are extenuating circumstances that preclude you from lodging your complaint directly with the College, there are two further ways to lodge your complaint:
 1. with NSW DPI. Details are provided at www.dpi.nsw.gov.au.
 2. with the College's registering body (NSW VETAB) or the National Training Complaints Hotline, telephone: 1800 000 674. Complaints to the National Training Complaints Hotline are referred to the appropriate registering body.

National (mutual) recognition

- It is the policy of the College to recognise the AQTF qualifications and Statements of Attainment issued by any other Registered Training Organisation (RTO).

Plagiarism and cheating

- Any student who, in the opinion of the College, is found cheating could face disciplinary action which may result in the student being asked to leave the course and may have the relevant assessment outcome disregarded.
- Plagiarism is a form of cheating. Plagiarism is a serious breach of academic trust. It is the act of presenting somebody else's work and claiming it as your own.
- Assessors may take reasonable action to satisfy themselves that any material submitted for assessment is the participant's own work. Material suspected of plagiarism will be reported to, and investigated by, College management.

To avoid plagiarism and its penalties, students are advised to note the following:

- You may quote from someone else's work (for example from textbooks, journals or other published materials) but you must always indicate the author and source of the material.
- You should name sources for any graphs, tables or specific data, which you include in your assignment.
- You must not copy someone else's work and present it as your own.

Skills recognition—fees and progress (external clients)

- The fee structure prevailing at the date of our first Invoice will apply for a period of twelve months from that date.
- Fees for Skills Recognition may increase from time to time without notice. If you apply for Skills Recognition after your enrolment has expired (after twelve months), then current fees as listed on the Tocal internet site will be charged.
- You will be given six months after enrolment in which to complete your application for skills recognition. After that period, we will archive your skills recognition case.
- Before we archive an incomplete case, we will give you the option of receiving a Statement of Attainment for units of competence that you have achieved. Those units will be charged at the rate per unit current at the time you enrol.
- Before we archive your case, we will give you one month's notice.
- If you want your case reactivated, you will need to pay a fee of \$500. This \$500 will be deducted from the total cost of the skills recognition case, once the case has been finalised. Once we reactivate a case, the six months archive rule outlined above will again apply.

Student support and guidance services

- When you enrol in one of Tocal's courses, you will be allocated a College staff member who you can contact for assistance in the course. The staff member will usually be a course coordinator, tutor or skills recognition case officer.
- If you require help with language, literacy or numeracy to complete a Tocal course, contact your course coordinator, tutor or case officer who will endeavour to assist.
- Full-time students who would like assistance with personal issues can arrange to see a counsellor by contacting student support staff or their tutor.

Frequently Asked Questions

- Q. *Is my Certificate II in Weed Control Operations or my Certificate IV in Weed Control Practice still valid? Do I have to do the new Conservation and Land Management (CLM) Qualification?*
- A. Your existing qualification is still valid and will remain a valid qualification indefinitely. The new CLM training package is a nationally recognised qualification whereas the old qualifications were registered only on NSW
- Q. *I have looked through the Skills Recognition (new name for RPL) handbook and I don't know where to start. How can I get some help?*
- A. You have a few options:
1. You can phone Charlie Bell at Tocal with any questions. Charlie will give your suggestion and feedback of any questions you may have.
 2. Find a colleague who has completed the Skills Recognition process for the qualification for which you are applying. This officer should be able to give you some guidance and help. Ask if you can see their application and examples of evidence
 3. It may be possible to form a support group in your region of officers who are all working towards the same qualification. This will provide support and assistance. Tocal staff may be able to arrange workshops for groups of weeds officers to assist with preparation of submissions. This is not possible for individual officers.
 4. Consider the option of completing your assessment by Workplace Interview. Tocal charge a higher price for this mode of assessment by the process is much simpler and quicker. Weeds Officers are typically spending up to a week preparing a written Skills Recognition submission whereas the interview process usually takes about half a day to complete.
- Q. *Is it a requirement to have completed a Certificate II III or IV before applying for or attempting the Diploma of Conservation and Land Management (Weeds)?*
- A. No. You may start your study or Skills Recognition at the level you think appropriate for your skills and experience. Tocal Staff will assist and advise you in making this decision.
- Q. *Which qualification under the CLM package is the right one for me?*
- A. The qualifications under the CLM package are aimed at the following levels:
- | Manager | Diploma | Level 5 or 6 Units |
|---|----------------|---------------------------|
| To qualify for a Diploma by Skills Recognition a Weeds Officer must be able to produce adequate evidence of management experience in the areas of: | | |
| <ul style="list-style-type: none"> • Developing and implementing Weed Management Plans • Preparing Grant Applications • Managing a Budget • Preparing financial reports • Managing the OH&S policy • Managing implementation of legislation | | |

Supervisor**Certificate IV Level 4 Units**

To qualify for a Certificate IV by Skills Recognition a Weeds Officer must be able to produce adequate evidence of management experience in the areas of:

- Implementing weed management plans
- Managing chemical application operations
- Supervising staff
- Supervising OH&S
- Managing equipment and maintenance
- Carrying out property inspections and issuing notices

Experienced Officers**Certificate III Level 3 Units.**

To qualify for a Certificate III by Skills Recognition a Weeds Officer must be able to produce adequate evidence of management experience in the areas of:

- Identifying weeds
- Carrying out property inspections
- Selecting and applying chemicals
- Collecting and storing data
- Work within OH&S guidelines
- Operate specialised machinery and equipment

New entrants (under 2 years experience)**Certificate II Level 1& 2 Units**

Experience officers are generally encouraged to apply for the Certificate III course. Certificate II is the preferred level for new entrant trainees.

Q. *How and when are fees charged for Skills Assessment?*

A. A fee of \$200.00 is charged on application. This fee must be paid before the Skills Assessment process can commence. The balance of the Skills Assessment fee will be invoiced to you or your employer upon completion of the process. The final charge will be calculated based on the schedule of fees outlined on page 6 of this Handbook. You will not be charged for Units for which you have completed training through a Registered Training Organisation and received a Certificate or Statement of Attainment.

Q. *What will I receive when I have successfully completed the requirement of the qualification?*

A. You will receive a Certificate or Diploma and an Academic Transcript which list all the units you completed. Examples of these are included on pages 33 and 34 of this handbook.

Application Form

- I am interested applying for a Qualification in Conservation and Land Management.
- Please send me ASSESS Sheet to apply for Skills Recognition for the following Qualification (Please tick box):

Certificate II Certificate III Certificate IV Diploma

Please Invoice the application fee to (Please tick box):

Me

My employer

Name: _____

Position: _____

Employers Address: _____

Home Address: _____

Phone Numbers:

BH _____

AH _____

Mobile AH _____

Fax _____

E-mail: _____

Return this form to:

**Skills Recognition Coordinator
CB Alexander Agricultural College
Tocal
PATERSON NSW 2421**

**Phone 02 49 398875
Fax 02 49 385549
e-mail charlie.bell@agric.nsw.gov.au**