Skills recognition handbook
Production Horticulture

Working together to recognise your skills

Tocal College
NSW Government
Department of Primary Industries
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Introduction

You have skills

Do you know that you are producing evidence every day that will help you gain a qualification? When you can do something confidently and well, you can say you are skilled.

You already use many skills in everyday living to:

- operate in your workplace
- contribute to family life
- be active in the community
- manage your personal affairs.

Skills recognition is about showing evidence of these skills.

 Qualifications

A qualification is simply a formal recognition of your skills.

In the horticulture industry you will 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 can be measured against nationally recognised industry standards.

The Department of Primary Industries, through Tocal College, has a process to help people to assess their skills and abilities against these standards.

Benefits

The Tocal skills recognition process:

- identifies the skills and knowledge used in both work and life
- highlights opportunities for personal and professional development
- builds self-confidence
- 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
- assists in demonstrating that you are complying with Duty of Care, Codes of Conduct and legislation
- demonstrates professionalism that can assist in applying for finance or jobs.

This handbook explains the steps to have your skills formally recognised, to obtain qualifications in production horticulture.
Methods of Assessment

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

1. Interview

You can arrange an appointment for an interview at your workplace or home. (Conditions apply to the availability of this service). This involves a review of the evidence you present to support your case. In most cases the assessment takes 3 to 4 hours.

2. Desk audit

You can prepare a detailed written submission following the guidelines in this handbook and the TOCAL Sheets. This is forwarded to the Skills Recognition Coordinator 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 more time and effort to collect and present your case effectively than the interview process.

“Professional development has always been instrumental in creating new opportunities and direction for my career ... as your role in a company expands and additional functions are undertaken your knowledge and skill base expands ... a Certificate or Diploma course (by skills recognition) represents your skills and experience, and offers additional training to give you a qualification that will enhance your career choices. “

Maryanne Nolan, Manager – Market Access, Riverina Citrus
The steps to skills recognition by interview

**Step 1**

Read this handbook and talk to Tocal College skills recognition staff (see Contacts on page 9) to select the qualification and units that best match your skills and experience.

**Step 2**

Decide the qualification you will apply for by:
- matching your work role with the qualification. For example:
  - Manager - Diploma or Advanced Diploma
  - Supervisor – Certificate IV
- determining the units that match your skills and experience by looking at the list of units on pages 10–15. Note the code that applies to each unit.

**Step 3**

Send the list of units you have selected to Tocal College skills recognition staff. When you have done this you will receive the TOCAL assessment sheets for the units you have selected. Example TOCAL sheets are on pages 18 - 20.

**Step 4**

Compare your knowledge and skills with the TOCAL sheet for each unit. Confirm your selection with Tocal College skills recognition staff.

**Step 5**

Prepare your case.
- Update your CV/resume. See pages 22-23 for more information
- Complete a farm description if appropriate – See page 24
• Complete the TOCAL sheets for each unit before the interview. That is:
  - **T (Training)** – Gather original documents of any training (certificates, qualifications, licences, workshops) you have completed. Photos of these will be taken during the interview.
  - **O (Observe)** – Collect samples of your work that demonstrate aspects of each skill. Some samples may apply to more than one unit. At the interview you may be asked to demonstrate or describe your skills.
  - **C (Confirm)** – At the interview you will be asked to nominate relevant referees for each unit. Again this referee may be used for more than one unit.
  - **A (Answers)** – Answer the questions on each TOCAL sheet in the text box provided. See samples of TOCAL sheets on pages 18-20.
  - **L (Life Experience)** – At the interview, Tocal staff will collate a summary of your life experience from your resume and interview discussions. These experiences may not necessarily be related to work.

**Step 6**

Contact skills recognition staff to make an appointment for an interview. At the interview you will present your evidence.

**Step 7**

The interview is an informal process that allows skills recognition staff to collect your evidence and gives you the opportunity to expand on what you have written. If more information is needed a ‘To Do’ list will be left with you to complete.

**Step 8**

The skills recognition staff will then submit your completed case to the College validators. Your case will be assessed and you will be informed of the decision. In most cases this will mean you are awarded a qualification. If a qualification is not awarded you may:

- complete the remaining units
- submit further information to the committee
- appeal the decision of the panel
- decide on how to fill any gaps in your skills. This should be discussed with your assessment officer.

**Step 9**

When your qualification is awarded you will be invited to attend a graduation ceremony. You will be issued with a transcript listing the units you have achieved (see page 21 for a sample transcript) together with your Certificate/Diploma/Advanced Diploma.
Cost

Charges for Skills Recognition are based on a per unit charge as outlined below. An application fee and minimum charge of $850.00 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 (not the full qualification). Assessment will not commence until payment has been received.

Fees are based on charges as follows:

<table>
<thead>
<tr>
<th>Number of units</th>
<th>Full Qualification</th>
<th>Per unit of competency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate IV</td>
<td>12 units</td>
<td>$2750</td>
</tr>
<tr>
<td>Diploma</td>
<td>10 units</td>
<td>$4250</td>
</tr>
<tr>
<td>Advanced Diploma</td>
<td>8 units</td>
<td>$3750</td>
</tr>
</tbody>
</table>

It is proposed that the fee for Skills Recognition assessment be set as follows:

| Assessment by Workplace Interview: | 100% of the above fee |
| Assessment by Desk Audit:          | 100% of the above fee for all Certificate qualifications |
|                                  | 70% of the above fee for all Diploma and Advanced Diploma qualifications |

If you have already completed a unit (or units) through Tocal College or any other Registered Training Organisation (RTO) a different fee applies. There is an 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 units under a current National Training Package. If you are unsure please contact the Skills Recognition Coordinator.
Skills recognition policies

- The fee structure at the date of the 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 to complete your application for skills recognition. After that period, your skills recognition case will be archived.

- Before we archive an incomplete case, you will be given the option of receiving a Statement of Attainment for units of competence that you have achieved. Those units will be charged at the rate current at the time you enrolled.

- Before we archive your case, you will be given 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.

- For information on the Tocal College refund and appeals policies see www.tocal.nsw.edu.au/student-policies

Contacts

**Tocal Agricultural Centre**

Ken Ryall

Direct Phone: 02 4939 8815

Facsimile: 02 4938 5549

Email: ken.ryall@dpi.nsw.gov.au

Toll Free: 1800 025 520

website: www.tocal.com

**Murrumbidgee Rural Studies Centre**

Carolle Leach

Direct Phone: 02 6951 2634

Facsimile: 02 6951 2620

Email: carolle.leach@dpi.nsw.gov.au

Toll Free: 1800 628 422
Qualification requirements

All qualifications have different requirements – you will need to study the requirements for each qualification carefully.

The requirements are laid out below for Certificate IV in Production Horticulture, the Diploma of Production Horticulture and the Advanced Diploma of Production Horticulture.

AHC40310 Certificate IV in Production Horticulture

Packaging Rules

Completion of twelve (12) units made up of one (1) core unit and eleven (11) elective units.

Elective units

- minimum of three (3) units must come from elective group A
- a minimum of five (5) units must come from elective groups A or B
- a maximum of three (3) units may be selected from units aligned to Certificates III, IV or Diploma in AHC10 or from any other currently endorsed Training Package or accredited course. Selected units must be relevant to job outcomes in the production horticulture industry.

Core unit

Occupational Health and Safety
AHC0HS401A Maintain Occupational Health and Safety (OHS) processes

Elective units Group A

Plants
AHCPCM401A Recommend plants and cultural practices
AHCPCM402A Develop a soil health and plant nutrition program

Production horticulture
AHC0HT401A Assess olive oil for style and quality
AHC0HT402A Develop a crop regulation program
AHC0HT403A Develop harvesting and processing specifications to produce an olive oil
AHC0HT404A Implement and monitor a horticultural crop harvesting program
AHC0HT405A Manage mushroom substrate preparation
AHC0HT406A Control Phase II mushroom substrate process
AHCPHT407A Manage mushroom crop development

Nursery
AHCNSY401A Plan a growing-on program
AHCNSY402A Plan a propagation program

Elective units Group B

Soils and media
AHCSSOL401A Sample soils and interpret results
AHCSSOL402A Develop a soil use map for a property

Business
AHCBUS404A Operate within a budget framework
AHCBUS405A Participate in an e-business supply chain

Chemicals
AHCCHM401A Minimise risks in the use of chemicals
AHCCHM402A Plan and implement a chemical use program

Food
FDFOTHCP3A Participate in a HACCP team
FDFCORQFS3A Monitor the implementation of quality and food safety program

Irrigation
AHCIRG402A Determine hydraulic parameters for an irrigation system
AHCIRG403A Determine seasonal irrigation scheduling tasks
AHCIRG404A Implement an irrigation-related environmental protection program
AHCIRG405A Plan and coordinate gravity fed irrigation systems

Organic production
AHCORG401A Manage biodynamic production
AHCORG403A Manage organic soil improvement

Work
AHCWRK401A Implement and monitor quality assurance procedures
AHCWRK402A Provide information on issues and policies
AHCWRK403A Supervise work routines and staff performance

“...thank you for this opportunity to advance my skills in the field of horticulture and be recognised by my peers.”

Participant in horticulture skills recognition program
AHC50310 Diploma of Production Horticulture

Packaging Rules

Completion of ten (10) elective units.

Elective units

- a minimum of two (2) units must come from elective group A
- a minimum of six (6) units must come from elective groups A or B
- a maximum of two (2) units may be selected from units aligned to Certificate IV or above in AHC10 or from any other currently endorsed training package or accredited course. Selected units must be relevant to job outcomes in the production horticulture industry.

Elective units Group A

*Plants*

AHCPCM501A  Diagnose plant health problems

*Production horticulture*

AHCPTH502A  Develop a horticultural production plan
AHCPTH503A  Manage a controlled growing environment

*Hydroponics*

AHCHYD501A  Develop a plan for a hydroponic system

*Soils and media*

AHCSOL501A  Monitor and manage soils for production

Elective units Group B

*Biosecurity*

AHCBIOS501A  Manage active operational emergency disease or plant pest sites
AHCBIOS502A  Manage the implementation of an emergency disease or plant pest control program

*Business*

AHCBUS501A  Manage staff
AHCBUS502A  Market products and services
AHCBUS503A  Negotiate and monitor contracts
AHCBUS505A  Develop a marketing plan
AHCBUS506A  Develop and review a business plan
AHCBUS507A  Monitor and review business performance
<table>
<thead>
<tr>
<th>Code</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHCBUS508A</td>
<td>Prepare and monitor budgets and financial reports</td>
</tr>
<tr>
<td>TLIR307C</td>
<td>Negotiate a contract</td>
</tr>
<tr>
<td>BSBRSK501A</td>
<td>Manage risk</td>
</tr>
<tr>
<td>TLIL1907C</td>
<td>Implement and monitor transport logistics</td>
</tr>
<tr>
<td>TLIR207C</td>
<td>Source goods/services and evaluate contractors</td>
</tr>
</tbody>
</table>

### Chemicals

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHCCCHM501A</td>
<td>Develop and manage a chemical use strategy</td>
</tr>
</tbody>
</table>

### Drainage

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHDCRG501A</td>
<td>Design drainage systems</td>
</tr>
</tbody>
</table>

### Hydroponics

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<th>Code</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHCHYD501A</td>
<td>Develop a plan for a hydroponic system</td>
</tr>
</tbody>
</table>

### Irrigation

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<th>Code</th>
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</thead>
<tbody>
<tr>
<td>AHCIRG502A</td>
<td>Design irrigation system maintenance and monitoring programs</td>
</tr>
<tr>
<td>AHCIRG503A</td>
<td>Design irrigation, drainage and water treatment systems</td>
</tr>
<tr>
<td>AHCIRG504A</td>
<td>Develop an irrigation and drainage management plan</td>
</tr>
</tbody>
</table>

### Machinery operation and maintenance

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<tr>
<th>Code</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHCMOM501A</td>
<td>Manage machinery and equipment</td>
</tr>
<tr>
<td>AHCMOM502A</td>
<td>Implement a machinery management system</td>
</tr>
</tbody>
</table>

### Organic production

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<thead>
<tr>
<th>Code</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHCORG501A</td>
<td>Develop an organic management plan</td>
</tr>
<tr>
<td>AHCORG502A</td>
<td>Prepare the enterprise for organic certification</td>
</tr>
</tbody>
</table>

### Water

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHCWAT501A</td>
<td>Design water treatment systems</td>
</tr>
<tr>
<td>AHCWAT502A</td>
<td>Manage water systems</td>
</tr>
</tbody>
</table>

### Work

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHCWRK501A</td>
<td>Plan, implement and review a quality assurance program</td>
</tr>
<tr>
<td>AHCWRK511A</td>
<td>Develop workplace policy and procedures for sustainability</td>
</tr>
</tbody>
</table>
AHC60210 Advanced Diploma of Horticulture

Packaging Rules

Completion of eight (8) elective units.

- a minimum of six (6) units must come from the elective units list
- a maximum of two (2) units may be selected from the elective units or units aligned to Diploma or Advanced Diploma in AHC10 or from any other currently endorsed training package or accredited course. Selected units must be relevant to job outcomes in horticulture management.

Elective units

**Agribusiness**
- AHCAGB501A Develop climate risk management strategies
- AHCAGB502A Plan and manage infrastructure requirements
- AHCAGB601A Develop export markets for produce
- AHCAGB602A Manage estate planning
- AHCAGB603A Manage the production system
- AHCAGB604A Analyse business performance
- AHCAGB605A Manage business capital
- AHCAGB606A Manage price risk through trading strategy

**Business**
- AHCBUS601A Manage capital works
- AHCBUS602A Review land management plans and strategies
- AHCBUS603A Develop and review a strategic plan
- AHCBUS604A Design and manage the enterprise quality management system
- AHCBUS605A Manage human resources
- AHCBUS606A Develop a monitoring, evaluation and reporting program
- AHCBUS607A Implement a monitoring, evaluation and reporting program
- AHCBUS608A Manage risk

**Machinery operation and maintenance**
- AHCMOM601A Analyse machinery options

**Merchandising and sales**
- AHCMER501A Develop a sales strategy for rural products

**Work**
- AHCWRK601A Monitor projects in a program
- AHCWRK602A Lead and manage community or industry organisations
- AHCWRK603A Design and conduct a field-based research trial
PSPPOL404A  Support policy implementation  
PRMWM45B  Develop site safety plan  
SRXGOV001B  Participate as a member of an effective Board of an organisation  
SRXGOV002B  Undertake the role of an individual Director of an organisation  
SRXGOV003B  Undertake the role of a Chairperson at a Board meeting  
SRXGOV004B  Work effectively with the Board of an organisation  
SRXINU004A  Promote compliance with laws and legal principles  

“I had completed many courses over the years that amounted to nothing. Through skills recognition I now have an Advanced Diploma. I also did it for my family and for my mental wellbeing. I was sixty seven years of age.”

Bernard Connellan, horticulturalist.
Evidence

Essential evidence:

- Statement of Attainment or attendance from a training course
- Current Resume (see page 23)
- Academic transcripts (originals or certified copies)
- Proof of identity eg: Drivers Licence
- A farm description for your current enterprise if appropriate (see page 24)

What is evidence?

Verbal

- Discussion, description, explanation of work task
- Analysis of ideas and concepts
- Solving problems
- Answering questions

Practical

- Following correct procedures / practices
- Demonstrating/ performing work tasks and procedures
- Dealing with difficulties and problems
- Achieving required outcomes and goals

Written

- Workplace documents, reports, graphs, plans and correspondence
- Written assignments, projects, quizzes, tests, essays or case studies

Product

- Finished work products, artefacts, objects, portfolios
- Fixing and repairing work-related equipment

“Excellent program – carried out in a professional way with great support.”

Nursery operator, participant in horticulture skills recognition program
Third Party

- Employer, supervisor, trainer, coach, mentor and work colleagues as reports, testimonials
- Educational institutions as training records and qualifications

Rules of Evidence

Evidence that is submitted or gathered at an interview must meet the following rules of evidence:
- **Valid**: evidence of broad range of knowledge with practical application
- **Authentic**: your own work / original documents
- **Sufficient**: evidence of skills and knowledge from a number of occasions
- **Current**: evidence from the within the past 5 years

Other evidence can include:

- Workplans
- Monthly reports
- Financial reports
- OHS documents and meeting
- Training notes
- Feedback from customers
- Workplace reports, journals, diaries or calendar of events
- Photographic or written demonstration of achievements
- Staff evaluations from employers and employees
- Permits or licences you hold
- Memberships held
- People you could approach to supply letters of support. This may include those familiar with your achievements such as consultants, accountants, technical or advisory officers, employers, supervisors, managers, the members of a social, sporting or community club.

Note: at the interview we will discuss your role in developing some of these documents.

Not everything has to be produced in written form. We can gather evidence to support your application by talking to you at the interview.

The idea is for you to demonstrate your knowledge and skill in the easiest possible way. One piece of evidence may cover several units.

Our role is to help you demonstrate what you know - not what you don't know. We are also there to help you plan your future training needs.

On the next page you will find an example of a TOCAL sheet for the Certificate IV unit 'Implement and monitor a horticultural crop harvesting program'. On page 19 is a TOCAL sheet for the Diploma unit 'Monitor and manage soils for production' and on page 20 is a TOCAL sheet for the Advanced Diploma unit 'Manage risk'.

**AHCPHT404A Implement and monitor a horticultural crop harvesting program**

The candidate has been involved in implementing and monitoring a horticultural crop harvesting program including organising resources for the harvest; establishing strategies for pre-harvest and harvest; estimating crop quality and yield; evaluating and reporting.

<table>
<thead>
<tr>
<th>T</th>
<th>TRAINING - Have you done any formal or informal training in this unit?</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>If you have undertaken relevant studies, please have on hand the subject outlines and copies of your results (e.g., TAFE subjects, Agricultural College units, University qualifications)</td>
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<tr>
<td></td>
<td>List key seminars, workshops and conferences that have helped you gain the skills in this unit.</td>
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<td>Documents or certificates of these should be included.</td>
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<tr>
<th>O</th>
<th>OBSERVE - Can you demonstrate aspects, show and provide samples of your work in this particular unit to the assessor?</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>At the time of your workplace visit the assessor will observe or collect copies of…</td>
</tr>
<tr>
<td></td>
<td>• Workplace crop harvesting records and reports</td>
</tr>
<tr>
<td></td>
<td>• Calculations to determine optimum harvest dates.</td>
</tr>
<tr>
<td></td>
<td>• Relevant licenses and permits.</td>
</tr>
<tr>
<td></td>
<td>• Insurance policies.</td>
</tr>
<tr>
<td></td>
<td>• Fire control policies and procedures.</td>
</tr>
<tr>
<td></td>
<td>• Records that indicate monitoring of weather conditions likely to affect the harvest.</td>
</tr>
<tr>
<td></td>
<td>• Documents relating to OHS issues.</td>
</tr>
<tr>
<td></td>
<td>• Communication with workers, trucking companies, storage agents, buyers etc.</td>
</tr>
<tr>
<td></td>
<td>The above are ideas to trigger your collection of samples that will help you to confirm your competency. Not all will be relevant to your situation.</td>
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<th>C</th>
<th>CONFIRM - Can you get support from others to confirm your skills?</th>
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<tr>
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<td>After the interview, you may need a letter of support to verify and confirm your experience in this unit. The template for the letter, with the description of this unit of competency at the top of this page, will be provided by Tocal Staff.</td>
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<tr>
<th>A</th>
<th>ANSWER – Please respond to these questions:</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>How do you prepare for plant harvesting?</td>
</tr>
<tr>
<td>2.</td>
<td>How do you monitor crop quality throughout harvest?</td>
</tr>
<tr>
<td>3.</td>
<td>What communication occurs with people e.g., workers, trucking companies, storage agents, buyers and contractors.</td>
</tr>
<tr>
<td>4.</td>
<td>What preparations do you make for the storage and delivery of crops?</td>
</tr>
<tr>
<td>5.</td>
<td>What indicators are available to determine potential crop yield, quality, value?</td>
</tr>
<tr>
<td></td>
<td>Your written and/or verbal responses will help confirm that you have the required breadth and depth of knowledge related to this unit.</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>L</th>
<th>LIFE EXPERIENCE – Please list your experience in this unit:</th>
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<tbody>
<tr>
<td></td>
<td>At the interview staff will collate a summary of your activities from your resume that demonstrates your life experiences in this unit. These may not necessarily be related to work.</td>
</tr>
</tbody>
</table>
AHCSOL501A Monitor and manage soils for production

The candidate has been involved in monitoring and managing soils for agricultural or horticultural production including interpreting soil analytical data; conducting soil improvement and soil monitoring program; documenting the soil management plan or production plan.

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</thead>
<tbody>
<tr>
<td>At the time of your workplace visit the assessor will observe or collect copies of…</td>
</tr>
<tr>
<td>• Reference information relating to soil.</td>
</tr>
<tr>
<td>• Soil test results, paddock records / notes</td>
</tr>
<tr>
<td>• Documents / notes that indicate changes in soil management practices</td>
</tr>
<tr>
<td>• Notes relating to soil management activities.</td>
</tr>
<tr>
<td>• Soil tests results after amelioration.</td>
</tr>
<tr>
<td>• Reports, recommendations relating to soil management</td>
</tr>
<tr>
<td>The above are ideas to trigger your collection of samples that will help you to confirm your competency. Not all will be relevant to your situation.</td>
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<tr>
<td>1. What sources of information support the management of your soil?</td>
</tr>
<tr>
<td>2. What strategies are used for soil testing and monitoring soil condition?</td>
</tr>
<tr>
<td>3. What sampling techniques ensure accurate information?</td>
</tr>
<tr>
<td>4. What soil properties are being monitored?</td>
</tr>
<tr>
<td>5. What soil ameliorants or cultural practices have been included in your production / management plans?</td>
</tr>
<tr>
<td>6. What information/results do you document?</td>
</tr>
<tr>
<td>Your written and/or verbal responses will help confirm that you have the required breadth and depth of knowledge related to this unit.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LIFE EXPERIENCE – Please list your experience in this unit:</th>
</tr>
</thead>
<tbody>
<tr>
<td>At the interview staff will collate a summary of your activities from your resume that demonstrates your life experiences in this unit. These may not necessarily be related to work.</td>
</tr>
</tbody>
</table>
The candidate has been involved in managing risks in a range of contexts across the organisation or for a specific business unit or area.

<table>
<thead>
<tr>
<th>TRAINING - Have you done any formal or informal training in this unit?</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you have undertaken relevant studies, please have on hand the subject outlines and copies of your results (eg TAFE subjects, Agricultural College units, University qualifications). List key seminars, workshops and conferences that have helped you gain the skills in this unit. Documents or certificates of these should be included.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OBSERVE - Can you demonstrate aspects, show and provide samples of your work in this particular unit to the assessor?</th>
</tr>
</thead>
<tbody>
<tr>
<td>At the time of your workplace visit the assessor will observe or collect copies of…</td>
</tr>
<tr>
<td>• Records of accidents and injuries</td>
</tr>
<tr>
<td>• OH&amp;S plans</td>
</tr>
<tr>
<td>• OH&amp;S audit documents</td>
</tr>
<tr>
<td>• Safe Work Method Statements or Standard Operating Procedures</td>
</tr>
<tr>
<td>• Records of analysis of market risks</td>
</tr>
<tr>
<td>• Price risk management strategies</td>
</tr>
<tr>
<td>• Records of analysis of climatic risks</td>
</tr>
<tr>
<td>• Records of weed, disease and pest management planning</td>
</tr>
<tr>
<td>• Records of plans and actions taken to manage risk</td>
</tr>
<tr>
<td>• Correspondence with consultants with appropriate expertise</td>
</tr>
<tr>
<td>• Staff meeting minutes and reports</td>
</tr>
<tr>
<td>• Specialised risk investigation and advice documentation</td>
</tr>
<tr>
<td>• Maintained risk register with incident recording and statistical analysis</td>
</tr>
<tr>
<td>The above are ideas to trigger your collection of samples that will help you to confirm your competency. Not all will be relevant to your situation.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONFIRM - Can you get support from others to confirm your skills?</th>
</tr>
</thead>
<tbody>
<tr>
<td>After the interview, you may need a letter of support to verify and confirm your experience in this unit. The template for the letter, with the description of this unit of competency at the top of this page, will be provided by Tocal Staff.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ANSWER – Please respond to these questions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. What are the major risks directly affecting your business?</td>
</tr>
<tr>
<td>2. What external risks affect your business?</td>
</tr>
<tr>
<td>3. What are the key things which need to be addressed in a risk management plan?</td>
</tr>
<tr>
<td>4. How are these applied within your farm business?</td>
</tr>
<tr>
<td>5. How do you identify, evaluate and prioritise risks on your farm?</td>
</tr>
<tr>
<td>6. How is this recorded and communicated to others?</td>
</tr>
<tr>
<td>Your written and/or verbal responses will help confirm that you have the required breadth and depth of knowledge related to this unit.</td>
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# Sample Transcript

**Tocal College**

**ABN:** 72 189 919 072  
**National Provider Number:** 91166

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**ACADEMIC TRANSCRIPT**

**B N Staff**  
**Student ID:** 9867305

**AHC40310 Certificate IV in Production Horticulture**

<table>
<thead>
<tr>
<th>Comp Code</th>
<th>Competency</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHC0HS401A</td>
<td>Maintain Occupational Health and Safety (OHS) processes</td>
<td>C</td>
</tr>
<tr>
<td>AHCPCM401A</td>
<td>Recommend plants and cultural practices</td>
<td>C</td>
</tr>
<tr>
<td>AHCPCM402A</td>
<td>Develop a soil health and plant nutrition program</td>
<td>C</td>
</tr>
<tr>
<td>AHCPTH404A</td>
<td>Implement and monitor a horticultural crop harvesting program</td>
<td>C</td>
</tr>
<tr>
<td>AHCNSY402A</td>
<td>Plan a propagation program</td>
<td>C</td>
</tr>
<tr>
<td>AHCOSL401A</td>
<td>Sample soils and interpret results</td>
<td>C</td>
</tr>
<tr>
<td>AHCCHM401A</td>
<td>Minimise risks in the use of chemicals</td>
<td>C</td>
</tr>
<tr>
<td>AHCIRG402A</td>
<td>Determine hydraulic parameters for an irrigation system</td>
<td>C</td>
</tr>
<tr>
<td>AHCIRG403A</td>
<td>Determine seasonal irrigation scheduling tasks</td>
<td>C</td>
</tr>
<tr>
<td>AHCWRK401A</td>
<td>Implement and monitor quality assurance procedures</td>
<td>C</td>
</tr>
<tr>
<td>AHCWRK402A</td>
<td>Provide information on issues and policies</td>
<td>C</td>
</tr>
<tr>
<td>AHCWRK403A</td>
<td>Supervise work routines and staff performance</td>
<td>C</td>
</tr>
</tbody>
</table>

###########END OF RESULTS– NO ALTERATIONS OR ERASURES###########

This student has satisfied the requirements for this certificate.

---

**Result codes**

- **C** = Competency standard met in workplace at time of assessment
- **NC** = Not competent
- **WD** = Withdrawn
- **CNA** = Attended - Chose no assessment
- **T** = Credit transfer

---

**Principal**  
**Tocal College**

**Print Date:** 25 February 2014
Resume writing

Your resume is a valuable tool. Do not underestimate the importance of this document in shaping your future career. Always ensure that your resume provides a positive reflection of your skills, knowledge and professionalism.

Time should be given to the careful planning and development of your resume. This is an important document in your life and care needs to be taken to ensure it portrays you well. Be prepared to redraft your resume several times before you reach a final product with which you are satisfied.

A successful resume should include information that:

- is relevant, concise and correct
- conveys the right message to prospective employers or stakeholders
- highlights your strengths and achievements
- inspires confidence from the prospective employer or stakeholder
- is a truthful representation of your abilities
- encourages the reader to know more about you.

10 Top Tips for Resume Preparation

1. The layout is important – use adequate spacing to ensure your resume is easy to read.
2. Always proof read and spell check (wherever possible) your resume, and when you think it is correct, proof read it again.
3. Remember to include contact details phone, fax, e-mail.
4. Keep personal details to a minimum – it is not necessary to include date of birth, marital status, etc.
5. Do not date your resume.
6. Use reverse chronological order – most recent work experience first.
7. Use short statements or bullet points – making it easier and quicker to read.
8. Use capital and/or bullet points – avoid excessive use of fonts or graphics.
9. Portray yourself as someone who is active, uses your brain and gets things done.
10. Include duties performed and significant achievements.
Sample resume

NAME: Your full name (don't use nicknames)

ADDRESS: Your current residential address

TELEPHONE
Home number
Business number
Fax number
Mobile number
E-mail address

EDUCATION Most recent educational qualification should be listed first

Qualifications

Training courses
Include at least the course title and where appropriate the institute where you completed the training and date
List short courses, and workshops and training provided by your employer

MEMBERSHIP/COMMITTEES
For example nursery associations, gardening groups, school board, CWA, Rural Fire Service, DFA. Also state if you were/are Chairperson or Secretary

COMPUTER SKILLS
Software packages eg Windows, Microsoft Word, Microsoft Excel and competence - limited use, competent, extensive in-depth use

EMPLOYMENT SUMMARY
This should be a brief review. List positions held starting with your current position

HOBBIES AND/OR INTERESTS
This does not have to be included but gives a guide as to what you want to do and other skills you might have
Farm Description

Property Name:
Farmers names

Size of Property

Number of employees

List each farm enterprise and size

<table>
<thead>
<tr>
<th>ENTERPRISE</th>
<th>SIZE/NUMBER</th>
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</table>
Code of Practice for Assessors

Tocal College has adopted the international code of ethics and practice that is described in the Training Package for Assessment and Workplace Training.

Tocal College Code of Practice for Skills Assessors

- The differing needs and requirements of the person being assessed, the local enterprise and/or industry are identified and handled with sensitivity.
- Potential forms of conflict of interest in the assessment process and/or outcomes are identified and appropriate referrals are made, if necessary.
- All forms of harassment are avoided throughout the planning, conduct, reviewing and reporting of the assessment outcomes.
- The rights of the candidate are protected during and after the assessment.
- Personal or interpersonal factors that are not relevant to the assessment of competency must not influence the assessment outcomes.
- The candidate is made aware of rights and processes of appeal.
- Evidence that is gathered during the assessment is verified for validity, reliability, authenticity, sufficiency and currency.
- Assessment decisions are based on available evidence that can be produced and verified by another assessor.
- An assessment review process with a separation of duties is established to ensure that personal preferences bias and prejudice of an assessor does not affect the assessment process.
- Assessments are conducted within the boundaries of the assessment system policies and procedures.
- Formal agreement is obtained from both the candidate and the assessor that the assessment was carried out in accordance with agreed procedures.
- Assessment tools, and procedures are consistent with equal opportunity legislation.
- The candidate is informed of all assessment reporting processes prior to the assessment.
- The candidate is informed of all known potential consequences of decisions arising from an assessment, prior to the assessment.
- Confidentiality is maintained regarding assessment results.
- Results are only released with the written permission of the candidate(s).
- The assessment results are used consistently with the purposes explained to the candidate.
- Self-assessments are periodically conducted to ensure current competencies against the Assessment and Workplace Training Competency Standards.
- Professional development opportunities are identified and sought.
- Opportunities for networking amongst assessors are created and maintained.
- Opportunities are created for technical assistance in planning, conducting and reviewing assessment procedures and outcomes.
Request for further information

Yes, please contact me.

I am interested in how to gain a qualification in production horticulture.

This form does not commit you to anything. It will allow us to get in contact with you and start assisting you with your application.

Name:

Position:

Postal Address:

Phone Numbers:

BH ________________________ AH ________________________

Mobile ________________________ Fax ________________________

E-mail:

Return this form to: Ken Ryall or Carolle Leach

Facsimile: 02 4938 5549 02 6951 2620

Mail Tocal College, Paterson NSW 2421 PMB, Yanco NSW 2703

Email: ken.ryall@dpi.nsw.gov.au carolle.leach@dpi.nsw.gov.au

Toll Free: 1800 025 520 1800 628 422