Recognition of Prior Learning

Working together to recognise your skills

STUDENT HANDBOOK 2016
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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.

Recognition of Prior Learning is about showing evidence of these skills.

Qualifications
A qualification is simply a formal recognition of your skills.

In agriculture, 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 in rural industries and land management to assess their skills and abilities against these standards.

Benefits
The Tocal Recognition of Prior Learning 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 off-farm like 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 agriculture.
Methods of Assessment

Assessment for Recognition of Prior Learning 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.

   “A great way to recognise prior learning skills and experience that can be put into a qualification needed for the workplace.”
   
   Weed Officer

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 Recognition of Prior Learning 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.
The steps to Recognition of Prior Learning by interview

**Step 1**
Read this handbook and talk to Tocal College Recognition of Prior Learning staff (see Contacts on page 10) 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 11–17. Note the code that applies to each unit.

**Step 3**
Send the list of units you have selected to Tocal College Recognition of Prior Learning 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 21–26.

**Step 4**
Compare your knowledge and skills with the TOCAL sheet for each unit. Confirm your selection with Tocal College Recognition of Prior Learning staff.

**Step 5**
Prepare your case.
- Update your CV/resume. See pages 28–29 for more information.
- Complete a farm profile and/or position description if appropriate – See page 30.
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 examples of TOCAL sheet on pages 21-26.
- **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 Tocal College Recognition of Prior Learning 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 Tocal College Recognition of Prior Learning 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 Tocal College Recognition of Prior Learning staff will then submit your completed case to the College Credential Committee. 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 22 for a sample transcript) together with your Certificate/Diploma/Advanced Diploma.
Cost

Charges for Recognition of Prior Learning 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 Recognition of Prior Learning of individual units (not the full qualification). Assessment will not commence until payment has been received.

The fees for Conservation and Land Management qualifications are:

<table>
<thead>
<tr>
<th></th>
<th>Full Qualification</th>
<th>Per unit of competency</th>
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</thead>
<tbody>
<tr>
<td>Certificate IV</td>
<td>$3563</td>
<td>$240</td>
</tr>
<tr>
<td>Diploma</td>
<td>$3563</td>
<td>$356</td>
</tr>
<tr>
<td>Advance Diploma</td>
<td>$4195</td>
<td>$525</td>
</tr>
</tbody>
</table>

It is proposed that the fee for Recognition of Prior Learning assessment be set as follows:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
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<tbody>
<tr>
<td>Assessment by Workplace Interview:</td>
<td>100% of the above fee</td>
</tr>
<tr>
<td>Assessment by Desk Audit:</td>
<td>100% of the above fee for all Certificate qualifications</td>
</tr>
<tr>
<td></td>
<td>70% of the above fee for all Diploma and Advanced Diploma qualifications</td>
</tr>
</tbody>
</table>

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 Recognition of Prior Learning Coordinator.
Recognition of Prior Learning policies

- The fee structure at the date of the first invoice will apply for a period of twelve months from that date.

- Fees for Recognition of Prior Learning may increase from time to time without notice. If you apply for Recognition of Prior Learning 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 Recognition of Prior Learning. After that period, your 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 Recognition of Prior Learning 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 Tocal College refund and appeals policies see www.tocal.nsw.edu.au/student-policies.

The TOCAL templates were an excellent guide to what evidence was required to demonstrate competency. The interview was conducted very professionally but in a relaxed manner and an enjoyable experience. Thanks for providing this opportunity.

Farmer, Mixed enterprise
Contacts

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Website:
www.tocal.nsw.edu.au

Toll Free: 1800 025 520
Qualification requirements

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

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

AHC40910 Certificate IV in Conservation and Land Management

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

Elective units
- a minimum of seven (7) units must come from the elective units list
- a maximum of four (4) units may be selected from the elective units or 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 conservation and land management.

Core unit

Occupational health and safety
AHCOHS401A Maintain Occupational Health and Safety (OHS) processes

Elective units

Biosecurity
AHCBIO402A Carry out field surveillance for a specific emergency disease or plant pest

Business
AHCBUS402A Cost a project
AHCBUS404A Operate within a budget framework
BSBRES401A Analyse and present research information
TLIR4002A Source goods/services and evaluate contractors
**Chemicals**
- **AHCCCHM401A** Minimise risks in the use of chemicals
- **AHCCCHM402A** Plan and implement a chemical use program

**Community coordination and facilitation**
- **AHCCCF401A** Prepare project acquittal
- **AHCCCF402A** Report on project
- **AHCCCF403A** Obtain and manage sponsorship
- **AHCCCF404A** Contribute to association governance
- **AHCCCF405A** Develop community networks
- **AHCCCF406A** Facilitate ongoing group development
- **AHCCCF407A** Obtain resources from community and groups
- **AHCCCF408A** Promote community programs
- **AHCCCF409A** Participate in assessments of project submissions
- **AHCCCF410A** Support individuals in resource management change processes
- **AHCCCF411A** Develop approaches to include cultural and human diversity
- **AHCCCF412A** Coordinate board/committee elections
- **AHCCCF413A** Service committees
- **AHCCCF414A** Coordinate fund-raising activities
- **AHCCCF415A** Coordinate social events to support group purposes
- **AHCCCF416A** Present proposed courses of action to meeting
- **CHCCCD404E** Develop and implement community programs
- **LGACOM502B** Devise and conduct community consultations

**Fire**
- **PUAFIR303B** Suppress wildfire
- **PUAFIR407B** Conduct prescribed burning
- **PUAOPE005B** Manage a multi team response
- **PUAOPE004B** Conduct briefings/debriefings

**Indigenous land management**
- **AHCLLM401A** Protect places of cultural significance
- **AHCLLM402A** Report on place of potential cultural significance
- **AHCLLM403A** Contribute to the proposal for a negotiated outcome for a given area of country
- **AHCLLM404A** Record and document community history
- **AHCLLM405A** Develop work practices to accommodate cultural identity
- **SITTGDGE306A** Research and share general information on Australian Indigenous cultures

**Landscape**
- **AHCLSC401A** Supervise landscape project works

**Lands, parks and wildlife**
- **AHCLPW401A** Process applications for changes in land use
- **AHCLPW402A** Implement land and sea management practices
- **AHCLPW403A** Inspect and monitor cultural places
- **AHCLPW404A** Produce maps for land management purposes
- **AHCLPW405A** Monitor biodiversity
- **PUACOM012B** Liaise with media at a local level
- **PUALAW001B** Protect and preserve incident scene
- **SITTGDGE307** Prepare specialised interpretive content on flora, fauna and landscape
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SITTGDE309</td>
<td>Prepare specialised interpretive content on cultural and heritage environments</td>
</tr>
<tr>
<td>SITTPPD402</td>
<td>Plan and develop interpretive activities</td>
</tr>
<tr>
<td>SITXCCS201</td>
<td>Provide visitor information</td>
</tr>
<tr>
<td><strong>Machinery operations and maintenance</strong></td>
<td></td>
</tr>
<tr>
<td>AHCMOM402A</td>
<td>Supervise maintenance of property machinery and equipment</td>
</tr>
<tr>
<td><strong>Natural area restoration</strong></td>
<td></td>
</tr>
<tr>
<td>AHCNAR401A</td>
<td>Supervise natural area restoration works</td>
</tr>
<tr>
<td>AHCNAR402A</td>
<td>Plan the implementation of revegetation works</td>
</tr>
<tr>
<td>FPIFGM3201B</td>
<td>Manage seed collection</td>
</tr>
<tr>
<td><strong>Pest management</strong></td>
<td></td>
</tr>
<tr>
<td>AHCPMG401A</td>
<td>Define the pest problem in a local area</td>
</tr>
<tr>
<td>AHCPMG402A</td>
<td>Develop a pest management action plan within a local area</td>
</tr>
<tr>
<td>AHCPMG403A</td>
<td>Develop monitoring procedures for the local pest management strategy</td>
</tr>
<tr>
<td>AHCPMG404A</td>
<td>Coordinate the local pest management strategy</td>
</tr>
<tr>
<td>AHCPMG405A</td>
<td>Implement pest management action plans</td>
</tr>
<tr>
<td>AHCPMG406A</td>
<td>Investigate a reported pest treatment failure</td>
</tr>
<tr>
<td>AHCPMG407A</td>
<td>Monitor and evaluate the local pest management action plan</td>
</tr>
<tr>
<td>AHCPMG408A</td>
<td>Assess and monitor weed, pest and/or disease control programs</td>
</tr>
<tr>
<td><strong>Parks and gardens</strong></td>
<td></td>
</tr>
<tr>
<td>AHCPGD402A</td>
<td>Plan a plant establishment program</td>
</tr>
<tr>
<td><strong>Plants</strong></td>
<td></td>
</tr>
<tr>
<td>AHCPCM401A</td>
<td>Recommend plants and cultural practices</td>
</tr>
<tr>
<td><strong>Soil and water conservation</strong></td>
<td></td>
</tr>
<tr>
<td>AHCSAW401A</td>
<td>Set out conservation earthworks</td>
</tr>
<tr>
<td>AHCSAW402A</td>
<td>Supervise on-site implementation of conservation earthworks</td>
</tr>
<tr>
<td><strong>Soils and media</strong></td>
<td></td>
</tr>
<tr>
<td>AHCSOL401A</td>
<td>Sample soils and interpret results</td>
</tr>
<tr>
<td>AHCSOL403A</td>
<td>Prepare acid sulphate soil management plans</td>
</tr>
<tr>
<td>AHCSOL404A</td>
<td>Supervise acid sulphate soil remediation and management projects</td>
</tr>
<tr>
<td><strong>Work</strong></td>
<td></td>
</tr>
<tr>
<td>AHCWKRK401A</td>
<td>Implement and monitor quality assurance procedures</td>
</tr>
<tr>
<td>AHCWKRK402A</td>
<td>Provide information on issues and policies</td>
</tr>
<tr>
<td>AHCWKRK403A</td>
<td>Supervise work routines and staff performance</td>
</tr>
<tr>
<td>AHCWKRK404A</td>
<td>Ensure compliance with pest legislation</td>
</tr>
<tr>
<td>BSBWOR402A</td>
<td>Promote team effectiveness</td>
</tr>
<tr>
<td>LGAPELM508A</td>
<td>Manipulate and analyse data within geographic information systems</td>
</tr>
<tr>
<td>MSL913002A</td>
<td>Plan and conduct laboratory/field work</td>
</tr>
<tr>
<td>PSPPM402B</td>
<td>Manage simple projects</td>
</tr>
<tr>
<td>PSPPOL404A</td>
<td>Support policy implementation</td>
</tr>
<tr>
<td>SRXGRO002A</td>
<td>Deal with conflict</td>
</tr>
<tr>
<td>TAADEL301A</td>
<td>Provide training through instruction and demonstration of work skills</td>
</tr>
</tbody>
</table>
AHC51110 Diploma of Conservation and Land Management

Packaging Rules
Completion of ten (10) elective units.

Elective Units
- a minimum of four (4) units must come from elective group A
- a minimum of four (4) 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 conservation and land management.

Elective Units Group A

*Indigenous land management*
- AHCLLM502A Develop conservation strategies for cultural resources
- AHCLLM503A Manage restoration of cultural places
- AHCLLM504A Develop strategies for Indigenous land or sea management
- AHCLLM505A Map relationship of business enterprise to culture and country
- AHCLLM506A Operate within community cultures and goals
- AHCLLM507A Plan for successful cultural practice at work
- AHCLLM508A Propose a negotiated outcome for a given area of country
- AHCLLM509A Plan burning activities for natural and cultural resource management
- AHCLLM510A Plan for successful cultural practice at work
- AHCLLM601A Manage cultural processes in an Indigenous organisation
- SITTGDE101 Interpret aspects of local Australian Indigenous culture

*Lands, parks and wildlife*
- AHCLPW501A Develop a management plan for a designated area
- AHCLPW503A Conduct field research into natural and cultural resources
- AHCLPW504A Review assessments for legislative compliance
- AHCLPW505A Implement natural and cultural resource management plans
- AHCLPW506A Investigate suspected breaches of Natural Resource Management (NRM) legislation
- AHCLPW601A Coordinate the preparation of a regional resource management plan
- CPPWMT5045A Develop and implement an environmental management strategy
- NWP512B Develop and review catchment management plan
- NWP513B Implement and manage catchment management plan
- NWP516B Develop and review surface water management plan
- NWP517B Implement and manage surface water management plan
- NWP518B Prepare and report on data related to flood mitigation
- NWP519B Develop and report flood mitigation
- PUAFIR406B Develop prescribed burning plans
SIXXSE506A  Undertake open space planning
SRXRES010B  Protect heritage and cultural assets

**Natural area restoration**

AHCNR501A  Manage natural areas on a rural property
AHCNR502A  Conduct biological surveys
AHCNR503A  Design a natural area restoration project
AHCNR504A  Manage natural area restoration programs
AHCNR505A  Plan river restoration works
AHCNR506A  Develop and implement sustainable land use strategies

**Pest management**

AHCPMG501A  Coordinate the pest management strategy in a regional or broader context
AHCPMG502A  Define the pest problem in a regional or broader context
AHCPMG503A  Develop a strategy for the management of target pests
AHCPMG504A  Develop a system for monitoring the pest management strategy
AHCPMG505A  Evaluate the pest management strategy
AHCPMG506A  Manage the implementation of legislation

**Plants**

AHCPCM502A  Collect and classify plants

**Soil and water conservation**

AHCSAW501A  Design control measures and structures
AHCSAW502A  Plan erosion and sediment control measures
AHCSAW503A  Plan conservation earthworks

**Elective Units Group B**

**Business**

AHCBUS501A  Manage staff
AHCBUS503A  Negotiate and monitor contracts
AHCBUS504A  Prepare estimates, quotes and tenders
AHCBUS508A  Prepare and monitor budgets and financial reports
TUR4003A  Negotiate a contract

**Carbon farming**

AHCCFI504  Monitor and report on a Carbon Farming Initiative project
AHCCFI505  Aggregate Carbon Farming Initiative projects
AHCCFI506  Plan a Carbon Farming Initiative livestock project
AHCCFI507  Plan a Carbon Farming Initiative waste or manure management project
AHCCFI508  Plan a Carbon Farming Initiative project to sequester carbon in soil or biochar
AHCCFI509  Plan a Carbon Farming Initiative savannah burning, feral animal or rangelands project
AHCCFI510  Plan a Carbon Farming Initiative vegetation project
AHCCFI511  Plan a Carbon Farming Initiative project to avoid emissions from soil and crop
Fauna
AHCFAU501A Manage fauna populations

Fire
AHCFIR501A Manage wildfire hazard reduction programs

Lands, parks and wildlife
AHCLPW501A Develop a management plan for a designated area

Machinery operation and maintenance
AHCMOM501A Manage machinery and equipment
AHCMOM502A Implement a machinery management system
BSBWH503A Contribute to the systematic management of WHS risk
BSBWH508A Manage WHS hazards associated with plant

Occupational health and safety
AHCOHS501A Manage Occupational Health and Safety (OHS) processes

Natural area restoration
AHCNAR501A Manage natural areas on a rural property
AHCNAR502A Conduct biological surveys
AHCNAR503A Design a natural area restoration project
AHCNAR504A Manage natural area restoration programs
AHCNAR505A Plan river restoration works
AHCNAR506A Develop and implement sustainable land use strategies
SITTPPD402 Develop interpretative activities
SITTPPD602 Develop ecologically sustainable tourism operations

Natural resource management
AHCNRM501A Develop a coastal rehabilitation strategy
AHCNRM502A Develop a water quality monitoring program
AHCNRM503A Support the implementation of waterways strategies
AHCNRM504A Interpret and report on catchment hydrology
AHCNRM505A Provide technical advice on sustainable catchment management
AHCNRM506A Plan and monitor works projects in catchments and waterways
AHCNRM507A Manipulate and analyse data within geographic information systems

Parks and gardens
AHCPGD503A Manage parks and reserves
AHCPGD505A Conduct comprehensive inspection of park facilities

Work
AHCWRK502A Collect and manage data
AHCWRK503A Prepare reports
AHCWRK508A Interpret legislation
AHCWRK509A Provide specialist advice to clients
AHCWRK511A Develop workplace policy and procedures for sustainability
PSPPM502B Manage complex projects
PSPPM503B Close complex projects
AHC51310 Diploma of Pest Management

Packaging Rules
Completion of ten (10) elective units.

Elective Units
- a minimum of four (4) units must come from elective group A
- a minimum of four (4) 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 pest management.

Elective Units Group A

Pest management
- AHCPMG501A Coordinate the pest management strategy in a regional or broader context
- AHCPMG502A Define the pest problem in a regional or broader context
- AHCPMG503A Develop a strategy for the management of target pests
- AHCPMG504A Develop a system for monitoring the pest management strategy
- AHCPMG505A Evaluate the pest management strategy
- AHCPMG506A Manage the implementation of legislation
- AHCPMG601A Develop a plant pest survey strategy
- AHCPMG602A Develop a plant pest destruction strategy

Elective Units Group B

Business
- AHCBUS501A Manage staff
- AHCBUS503A Negotiate and monitor contracts
- AHCBUS504A Prepare estimates, quotes and tenders
- AHCBUS508A Prepare and monitor budgets and financial reports
- BSBRES401A Analyse and present research information
- TLIR4002A Source goods/services and evaluate contractors
- TLIR4003A Negotiate a contract

Chemicals
- AHCCHM501A Develop and manage a chemical use strategy

Occupational health and safety
- AHCCHS501A Manage Occupational Health and Safety (OHS) processes

Plants
- AHCPCM502A Collect and classify plants
Natural area restoration
AHCNAR502A Conduct biological surveys

Work
AHCWRK501A Plan, implement and review a quality assurance program
AHCWRK502A Collect and manage data
AHCWRK503A Prepare reports
AHCWRK504A Assess new industry developments
AHCWRK505A Manage trial and/or research material
AHCWRK508A Interpret legislation
AHCWRK509A Provide specialist advice to clients
AHCWRK511A Develop workplace policy and procedures for sustainability
PSPPM502B Manage complex projects
PSPPM503B Close complex projects
AHC60410  Advanced Diploma of Conservation and Land Management

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 conservation and land management.

Elective Units

Business
AHCBUS602A  Review land management plans and strategies
AHCBUS608A  Manage risk
BSBFIM501A  Manage budgets and financial plans
BSBMGT617A  Develop and implement a business plan
BSBHRM604A  Manage employee relations
PSPPOL603A  Manage policy implementation
PUAFIR601B  Develop and administer agency policy, procedures and practices

Community coordination and facilitation
AHCCCF601A  Map regional issues and stakeholders

Indigenous land management
AHCILM601A  Manage cultural processes in an Indigenous organisation

Lands, parks and wildlife
AHCLPW601A  Coordinate the preparation of a regional resource management plan
AHCWRK511A  Develop workplace policy and procedures for sustainability

Work
AHCWRK601A  Monitor projects in a program
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 position description for your current job if appropriate

Other evidence can include:
- A business plan
- Project budgets
- Mapping information
- Weed action plans
- Risk management plan
- Livestock 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
- Letter of support from someone familiar with your achievements such as your supervisor, consultants, accountants, technical or advisory officers, employers, the members of a social, sporting or community club.

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

It was a very rewarding experience to be able to gain Certificate IV in CLM for the things I do every day as an employee and as a volunteer. It really surprised me that the everyday things I take for granted counted for so much in the gaining of the certificate.

Landcare volunteer
AHCLPW404A Produce maps for land management purposes
The candidate has prepared maps by hand or using geographical information systems (GIS) for land management purposes.

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<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>
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<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)</td>
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<td>• 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>
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<thead>
<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>
</thead>
<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>• Maps prepared as part of your work.</td>
</tr>
<tr>
<td></td>
<td>• Reports provided to management on maps produced.</td>
</tr>
<tr>
<td></td>
<td>• Records of work undertaken in producing and using maps.</td>
</tr>
<tr>
<td></td>
<td>• Criteria you use for evaluating data quality</td>
</tr>
<tr>
<td></td>
<td>• Minutes and/or correspondence showing customer feedback</td>
</tr>
<tr>
<td></td>
<td>• Demonstrate software used for producing maps</td>
</tr>
</tbody>
</table>

*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.*

<table>
<thead>
<tr>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>A</th>
<th>ANSWER – Please respond to these questions on the following page:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. What maps have you prepared in your work?</td>
</tr>
<tr>
<td></td>
<td>2. How do you prepare a map?</td>
</tr>
<tr>
<td></td>
<td>3. How do you verify the quality of data?</td>
</tr>
<tr>
<td></td>
<td>4. How do you present the maps you have prepared to clients?</td>
</tr>
<tr>
<td></td>
<td>5. What consultative processes do you undertake when producing maps?</td>
</tr>
</tbody>
</table>

*Your written and/or verbal responses will help confirm that you have the required breadth and depth of knowledge related to this unit.*

<table>
<thead>
<tr>
<th>L</th>
<th>LIFE EXPERIENCE – Please list your experience in this unit:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Please prepare a dot point summary of your activities that demonstrate your life experiences in this unit. These may not necessarily be related to work..</td>
</tr>
</tbody>
</table>
AHCLPW404A Produce maps for land management purposes
The candidate has prepared maps by hand or using geographical information systems (GIS) for land management purposes.

Please answer the following questions and save as yourfamilyname_yourfirstname_AHCLPW404A

**ANSWER – Please respond to these questions:**

1. What maps have you prepared in your work?

2. How do you prepare a map?

3. How do you verify the quality of data?

4. How do you present the maps you have prepared to clients?

5. What consultative processes do you undertake when producing maps?
AHCNAR506A Develop and implement sustainable land use strategies
The candidate has used knowledge of physical features of a property to make informed decisions on land use and implement strategies to protect existing land.

<table>
<thead>
<tr>
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</tr>
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<tbody>
<tr>
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>At the time of your workplace visit the assessor will observe or collect copies of…</td>
</tr>
<tr>
<td>• Whole farm plan.</td>
</tr>
<tr>
<td>• Inventories of physical and natural resources.</td>
</tr>
<tr>
<td>• Rehabilitation plans for degraded natural resources.</td>
</tr>
<tr>
<td>• Property improvement plans.</td>
</tr>
<tr>
<td>• Building permits as relevant.</td>
</tr>
<tr>
<td>• Relevant OHS and environmental documents.</td>
</tr>
</tbody>
</table>

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.

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</tbody>
</table>

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<thead>
<tr>
<th>ANSWER – Please respond to these questions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. What are the key physical features of your property and capability classes?</td>
</tr>
<tr>
<td>2. How does this determine your choice of enterprises?</td>
</tr>
<tr>
<td>3. What information would you require to prepare a whole farm plan?</td>
</tr>
<tr>
<td>4. What natural resources are at risk on your property and what steps do you take to protect them?</td>
</tr>
<tr>
<td>5. How do you prioritise planned changes to farm improvements / structures?</td>
</tr>
<tr>
<td>6. How do you correct soil nutrient imbalances and how do you maintain or improve soil structure?</td>
</tr>
</tbody>
</table>

Your written and/or verbal responses will help confirm that you have the required breadth and depth of knowledge related to this unit.

<table>
<thead>
<tr>
<th>LIFE EXPERIENCE – Please list your experience in this unit:</th>
</tr>
</thead>
<tbody>
<tr>
<td>At the interview Tocal staff will collate a summary of your activities from your resume that demonstrate your life experiences in this unit. These may not necessarily be related to work.</td>
</tr>
</tbody>
</table>
AHCNAR506A Develop and implement sustainable land use strategies
The candidate has used knowledge of physical features of a property to make informed decisions on land use and implement strategies to protect existing land.

Please answer the following questions and save as yoursurname_yourfirstname_AHCNAR506A

**ANSWER – Please respond to these questions:**
1. What are the key physical features of your property and land capability classes?

2. How does this determine your choice of enterprises?

3. What information would you require to prepare a whole farm plan?

4. What natural resources are at risk on your property and what steps do you take to protect them?

5. How do you prioritise planned changes to farm improvements / structures?

6. How do you correct soil nutrient imbalances and how do you maintain or improve soil structure?

Your written and/or verbal responses will help confirm that you have the required breadth and depth of knowledge related to this unit.
AHCBUS608A: Manage risk
The candidate has been involved in managing risks in a range of contexts across the
organisation or for a specific business unit or area.

TRAINING - Have you done any formal or informal training in this unit?
- 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.

OBSERVE - Can you demonstrate aspects, show and provide samples of
your work in this particular unit to the assessor?
At the time of your workplace visit the assessor will observe or collect copies of
- Records of accidents and injuries
- OH&S plans
- OH&S audit documents
- Safe Work Method Statements or Standard Operating Procedures
- Records of analysis of market risks
- Price risk management strategies
- Records of analysis of climatic risks
- Records of weed, disease and pest management planning
- Records of plans and actions taken to manage risk
- Correspondence with consultants with appropriate expertise
- Staff meeting minutes and reports
- Specialised risk investigation and advice documentation
- Maintained risk register with incident recording and statistical analysis

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.

CONFIRM - Can you get support from others to confirm your skills?
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.

ANSWER – Please respond to these questions:
1. What are the major risks directly affecting your business?
2. What external risks affect your business?
3. What are the key things which need to be addressed in a risk
management plan?
4. How are these applied within your farm business?
5. How do you identify, evaluate and prioritise risks on your farm?
6. How is this recorded and communicated to others?

Your written and/or verbal responses will help confirm that you have the required breadth
and depth of knowledge related to this unit.

LIFE EXPERIENCE – Please list your experience in this unit:
At the interview Tocal staff will collate a summary of your activities from your
resume that demonstrate your life experiences in this unit. These may not
necessarily be related to work.
AHCBUS608A  Manage risk

The candidate has been involved in managing risks in a range of contexts across the organisation or for a specific business unit or area.

Please answer the following questions and save as yourfamilyname_yourfirstname_AHCBUS608A

**ANSWER – Please respond to these questions:**

1. What are the major risks directly affecting your business?

2. What external risks affect your business?

3. What are the key things which need to be addressed in a risk management plan?

4. How are these applied within your farm business?

5. How do you identify, evaluate and prioritise risks on your farm?

6. How is this recorded and communicated to others?
Sample transcript

Tocal College

National Provider Number: 91166

ABN: 72 189 919 072

ACADEMIC TRANSCRIPT

Jenny Paddock

Student ID: 9877309

AHC51110 Diploma of Conservation and Land Management

<table>
<thead>
<tr>
<th>Comp Code</th>
<th>Competency</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHCLPW501A</td>
<td>Develop a management plan for a designated area</td>
<td>C</td>
</tr>
<tr>
<td>AHCNAR501A</td>
<td>Manage natural areas on a rural property</td>
<td>C</td>
</tr>
<tr>
<td>AHCNAR502A</td>
<td>Conduct biological surveys</td>
<td>C</td>
</tr>
<tr>
<td>AHCNAR503A</td>
<td>Design a natural area restoration project</td>
<td>C</td>
</tr>
<tr>
<td>AHCNAR504A</td>
<td>Manage natural area restoration programs</td>
<td>C</td>
</tr>
<tr>
<td>AHCNAR505A</td>
<td>Plan river restoration works</td>
<td>C</td>
</tr>
<tr>
<td>AHCPCM502A</td>
<td>Collect and classify plants</td>
<td>C</td>
</tr>
<tr>
<td>AHCBUS508A</td>
<td>Prepare and monitor budgets and financial reports</td>
<td>C</td>
</tr>
<tr>
<td>TLIR307C</td>
<td>Negotiate a contract</td>
<td>C</td>
</tr>
</tbody>
</table>

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

This student has satisfied the requirements for this certificate.

Principal

Tocal College

Print Date: 21 September 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 will. 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 spellcheck (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. Did 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.

List Short Courses and Workshop

**MEMBERSHIP/COMMITTEES**
For Example Rural Fire Service, DFA, also recalled if you were Chairperson or Secretary

**COMPUTER SKILLS**
Software packages e.g. 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.
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.
Further information

Yes, please contact me.

*I am interested in how to gain a qualification in Conservation and Land Management.*
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**
Tocal Agricultural Centre
PATerson NSW 2421
Phone: 02 4939 8815
Fax: 02 4938 5549
Email: ken.ryall@dpi.nsw.gov.au

**Carolle Leach**
Murrumbidgee Rural Studies Centre
Yanco NSW 2703
Phone: 02 6951 2634
Fax: 02 6955 2620
Email: carolle.leach@dpi.nsw.gov.au