Department of Primary Industries
Department of Regional NSW

AHC31824 Certificate III in Beekeeping

Student Guide – 2025

Introduction to AHC31824 Certificate III in Beekeeping

Welcome to the Tocal College AHC31824 Certificate III in Beekeeping qualification.

Tocal College is offering the AHC31824 qualification to existing beekeepers through a blended delivery model of online and face-to-face training. Training delivery modification may occur to suit the needs of individuals including local and flexible options to work around seasonal beekeeping operations.

The AHC31824 Certificate III in Beekeeping qualification was released in April 2024, replacing the superseded qualification AHC31818. Eligible participants have an opportunity to complete the units of competency over 12 months to 2 years. The full AHC31824 Certificate III in Beekeeping requires completion of 18 Units of Competency.

The duration of study to complete this qualification will depend on your level of beekeeping experience, availability to attend face-to-face training, the time it takes to complete the online courses and associated assignments, and the amount of previous accredited beekeeping you have completed.

Upon completion of your qualification, you will receive an official transcript in the mail and an invitation to attend a Tocal College graduation ceremony and the awarding of your certificate by the College Principal.

Graduation occurs in March or April at the Paterson and Yanco NSW campuses. To qualify, you must complete the qualification during the calendar year prior.

Key contacts

Kelly Lees

Education Officer Honey Bees

0438 627 819

Mark Page

Honey Bee Training Coordinator

0474 462 712

Email: beekeeping@dpird.nsw.gov.au

What the qualification involves

The AHC31824 Certificate III in Beekeeping is a nationally accredited qualification with a vocational outcome in beekeeping.

Completion requires a total of eighteen (18) Units of Competency comprising thirteen (13) core units and five (5) elective units. One (1) elective has been pre-selected by Tocal College as part of the Honey Bee Biosecurity course. Students may choose the remaining four (4) electives. Below are the Units of Competency required to attain the Certificate.

Development of your training plan is in consultation with the Course Coordinator for the completion of your AHC31824 Certificate III in Beekeeping.

Units

AHC31824 Certificate III in Beekeeping			
Unit Code	**Unit Name**		**When provided**
Work Health and Safety			
AHCWHS302	Contribute to work health and safety processes	Core	Face-to-face training completed during Block 1.
Beekeeping			
AHCBEK203	Open and reassemble a beehive	Core	Completed face-to-face in the Beginning in Bees short course
AHCBEK205	Prepare and use a bee smoker	Core	
AHCBEK206	Assemble and maintain beekeeping components	Core	Delivered in face-to-face workshop in Block 1
AHCBEK313	Manage pests and diseases within a honey bee colony	Core	Delivered face-to-face in the Honey Bee Biosecurity short course during Block 1
FBPOPR2066	Apply sampling procedures	**Elective**	
AHCBEK405	Select and establish an apiary site	Core	Delivered online in Canvas
AHCBEK302	Manipulate honey bee brood	Core	Delivered together in the face-to-face Spring Management short course in Block 2
AHCBEK303	Re-queen a honey bee colony	Core	
AHCBEK304	Remove a honey crop from a hive	Core	Delivered online in Canvas
AHCBEK312	Extract honey	Core	

AHC31824 Certificate III in Beekeeping			
Unit Code	**Unit Name**		**When provided**
AHCWRK318	Comply with industry quality assurance requirements	Core	Delivered together online in Canvas - Quality assurance for honey extraction.
AHCBEK311	Transport bee hives by road to new apiary site	Core	Delivered online in Canvas
AHCBEK301	Manage honey bee swarms	Core	Delivered online in Canvas
Electives (Select 4)			
AHCBEK408	Provide bee pollination services	**Elective**	Delivered in a one-day face-to-face short course. Please note: Candidates MUST have extensive beekeeping experience in managing a large-scale apiary including migratory practices and have a strong knowledge of pests and diseases of honey bees. They should be providing or planning to provide, pollination services to the production of the horticulture industry including e.g., almonds, citrus, stone fruit, apples, canola, and blueberries
AHCBEK309	Trap and store pollen	**Elective**	Delivered in a one-day face-to-face short course.
AHCPCM204	Recognise plants	**Elective**	Delivered in a one-day face-to-face short course.
AHCBEK409	Rear queen bees	**Elective**	Delivered in a two-day face-to-face short course.
TLILIC0003	Licence to operate a forklift truck	**Elective**	Imported Elective - delivered face-to-face in Forklift training short course. If you hold a forklift ticket from another provider, you will receive a Credit Transfer at no charge.
AHCMOM213	Operate and maintain chainsaws	**Elective**	Imported Elective - delivered in a one-day face-to-face short course.
AHCBIO203	Inspect and clean machinery, tools, and equipment to preserve biosecurity	**Elective**	Imported elective – delivered online in Canvas

Completion of five (5) elective units of competency is mandatory to obtain the full qualification. These units of competency may be face-to-face and/or online delivery. Both delivery methods include practical components with practical exercises involving beehives and a range of beekeeping equipment.

Qualification packaging rules allow the importation of two (2) elective units from other relevant qualifications providing they are appropriate to beekeeping industry operations and are at a level II, III, or IV. For example, candidates may receive credit transfer if they hold a current First Aid qualification or have completed a Chemical application accreditation. Please discuss with the course coordinator prior to Tocal College generating a quote for your AHC31824 Certificate III in Beekeeping.

Tocal College entry requirements

Due to the demand for this qualification, Tocal College has a staged application and selection process. This is a trade-level qualification, entry priority is to beekeepers currently working in the bee industry, and beekeepers seeking to diversify and/or scale up their beekeeping business operations.

Course enrolment

To be enrolled in a qualification, a student must:

1. Fill out an application form.
2. Have the application form reviewed and approved by the course coordinator.
3. Complete an interview with the Honey Bee Education Team. This may be face-to-face, Zoom or Microsoft Teams.
4. Complete a Literacy, Language and Numeracy (LLN) screening.
5. Review the Smart and Skilled fee quote provided.
6. Agree to payment of fees as listed on the Tocal College website or agree to the NSW Smart and Skilled Notification of Enrolment if in receipt of subsidy funding (see fees below).
7. Complete an enrolment form.
8. Pay fees as required.
9. Commence qualification after enrolment in Tocal's Learner Management System

Steps 1 - 4 above are for full qualification enrolment only. For students undertaking a part qualification, Skill Set, or a single unit must complete step 4 and 5.

Enrolment and fees paid for a qualification, or subsequent subjects are non-transferable to any other person/s.

Language Literacy and Numeracy (LLN)

You will be assessed for LLN depending on the course you are applying for and the level of study already completed. You will be advised of what is required as part of the enrolment process and prior to commencement of training. If LLN support is required a LLN support plan will be developed in consultation with the student.

Tocal College LLN Policy

https://www.tocal.nsw.edu.au/__data/assets/pdf_file/0007/1392793/LLN-Policy.pdf.pdf

Fees

The cost of the AHC31824 Certificate III in Beekeeping qualification is set at $7070, however, Tocal College will provide you with a quote generated from the Training Services NSW Smart and Skilled Program website. If eligible, this program subsidises the delivery of training and assessment with a student co-contribution which may vary from student to student depending on circumstances.

This quote is based on the qualification prices set in NSW by the Independent Pricing and Regulatory Tribunal (IPART). Most participant contributions are within the range of $1400 - $1690. Students will receive a quote from Tocal College after you proceed through the expression of interest process.

The current fee schedules for the AHC31824 Certificate III in Beekeeping are available on the Tocal College website Fees page: https://www.tocal.nsw.edu.au/__data/assets/pdf_file/0006/1142475/Industry-qualification-fee-schedule.pdf

How is training and assessment delivered?

Training blocks

Face-to-face training delivery is in blocks, of three to four days duration. Each block of training gradually increases students' knowledge and skill over the course. Course completion relies on student attendance at each block. Students receive notice of block dates with ample time to plan with employers and/or workplaces for leave.

Day	Unit	Unit Name	Core / Elective
		Block 1	
1	AHCWHS301	Contribute to work health and safety processes	Core
1	AHCBEK203	Open and reassemble a beehive	Core
1	AHCBEK205	Prepare and use a bee smoker	Core
2 & 3	AHCBEK313	Manage pests and diseases within a honey bee colony	Core
2 & 3	FBPOPR2066	Apply sampling procedures	**Elective**
4	AHCBEK206	Assemble and maintain beekeeping components	Core
		Block 2	
TBA	AHCBEK408	Provide bee pollination services	**Elective**
TBA	AHCPCM204	Recognise plants	**Elective**
TBA	AHCBEK309	Trap and store pollen	**Elective**
TBA	AHCBEK304	Remove a honey crop from a hive	Core
TBA	AHCBEK312	Extract honey	Core
TBA	AHCWRK318	Comply with industry quality assurance requirements	Core
TBA	TLILIC0003	Licence to operate a forklift truck	**Elective**
TBA	AHCMOM213	Operate and maintain chainsaws	**Elective**
TBA	AHCBIO203	Inspect and clean machinery, tools, and equipment to preserve biosecurity	
		Block 3	
1 & 2	AHCBEK302	Manipulate honey bee brood	Core
1 & 2	AHCBEK303	Re-queen a honey bee colony	Core
3 & 4	AHCBEK409	Rear queen bees	Elective

Block 2: Electives are subject to change and attendance requirements vary, contact your course coordinator.

Face to Face Training

Face-to-face training delivery by Tocal College staff or contractors and involves classroom-based theory and practical skills training and assessment in an operational apiary or workshop facility. Assessment is a combination of written tests and observations of you performing the required skills outlined in the unit of competency you are undertaking. Training for your AHC31824 Certificate III in Beekeeping occurs at Tocal College. Training usually begins at 8:30am, ending by 4.00pm, including catered morning tea, and lunch. Accommodation is available for students onsite in a first come first served basis. Breakfast and dinner are available in the dining hall upon and must be booked and paid for upon arrival at reception.

Online Learning

Online learning involves you completing theoretical components of various units of competency through watching slide presentations, videos, and reading written learning resources within Tocal College's online learner management system - **Canvas**. You will receive a login to Canvas after completing your enrolment. Assessment for the online components of your certificate includes multiple choice quizzes, short answers, and photo/ video/ file assignment uploads to support evidence of students performing tasks.

Please note: Online units have 3-month time allocation. Extensions will require consultation with your trainer.

Workplace Assessment

Workplace Assessment involves students undertaking compulsory learning through the Tocal College online course portal prior to college staff observing you perform the beekeeping tasks outlined in the Units of Competency in a real apiary or workplace situation. Workplace assessment may be available to those operating within a commercial beekeeping context only.

Student support

Support is available via email, phone, face to face, on-campus, and through the online learner management system.

Key support staff include:

- Course coordinator and Education Officer
- Trainers and assessors
- RPL case managers
- Administrative support officers
- e-learning support officers.

Tocal College will make reasonable adjustment to facilitate training and assessment for participants who advise us that they have a disability.

Credit transfer

Tocal College recognises the Australian Quality Framework (AQF) qualifications and Statements of Attainment issued by any other Registered Training Organisation (RTO) in any Australian state and/or territory. This can be done by providing Tocal College with access to view your USI transcript online.

Withdrawing your enrolment

Should you decide to cancel or withdraw from your training, you must advise us in writing (e.g., by email).

If you discontinue your training without completing your chosen qualification, we will send you a Statement of Attainment for any completed Units of Competency within 30 days of your final assessment and once all outstanding fees have been paid.

Statement of assurance

If Tocal College ceases to provide a course in which you are enrolled, we will assist you in finding a similar course with another training provider. We will pass any fees we have collected from you for units that have not yet been completed to the new provider or provide you with a refund for these units. Training records would also be passed on to the new provider.

Plagiarism

Plagiarism is a form of cheating and is a serious breach of academic trust. It is the act of presenting somebody else's work and claiming it as your own.

Students suspected of plagiarism will be reported to, and investigated by, Tocal College management. Any student who, in the opinion of the College, is found to have plagiarised will face disciplinary action as deemed appropriate, which may include withdrawal from the course, or the relevant assessment outcome being disregarded.

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

- not copy someone else's work and present it as their own

- always state the author and source of any material (including any text, images, graphs, tables, or specific data) that is not their own

- complete the Evaluation and Declaration for each subject confirming that work submitted for assessment is their own.

Students who are disciplined for plagiarism may appeal the decision following the Complaints and Appeals Form on the Tocal College website.

Student policies and procedures

The link below will provide you with Tocal College's Student policies and procedures including fees, complaints and appeals, internet and social media, bullying and harassment and drugs and alcohol. Please contact your course coordinator should you wish to discuss any concerns.

Tocal College Student Handbook

https://www.tocal.nsw.edu.au/__data/assets/pdf_file/0011/1573904/Tocal-College-Student-Handbook.pdf

Tocal College Internet and Social Media Policy

https://www.tocal.nsw.edu.au/__data/assets/pdf_file/0007/1139065/Internet-and-Social-Media-Policy-Tocal-College_2023_V3.0.pdf

Tocal College Bullying, Discrimination and Harassment Policy

https://www.tocal.nsw.edu.au/__data/assets/pdf_file/0006/1439025/Bullying-Discrimination-and-Harassment-Policy-Tocal-College_2022_V2.1.pdf

Tocal College Sexual Misconduct Policy

https://www.tocal.nsw.edu.au/__data/assets/pdf_file/0007/1439026/Sexual-Misconduct-Policy-Tocal-College_2022_V2.1.pdf

Tocal College Complaints and Appeals Form

https://www.tocal.nsw.edu.au/__data/assets/pdf_file/0009/1139067/college-complaints-and-appeals-form.pdf