

Tocal College

AHC31818 Certificate III in Beekeeping

Student Handbook



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AHC31818 Certificate III in Beekeeping

Introduction

Welcome to the Tocal College Certificate III in Beekeeping qualification.

Tocal College is offering the AHC31818 qualification to existing beekeepers through a flexible delivery mode which can be tailored to suit the needs of individuals.

Training and assessment can be delivered locally and flexibly to work around seasonal beekeeping operations.

The AHC31818 Certificate III in Beekeeping qualification commenced in September 2019. Eligible participants have an opportunity to complete the units of competency over 12 to 18 months, 18 Units of Competency are required to attain the full Certificate III in Beekeeping.

The rate of completion will depend on your level of beekeeping experience, availability to attend face to face training and/or workplace assessment, the time it takes to complete the online courses and associated assignments, and the amount of previous accredited beekeeping training and relevant certificates held.

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

Key contacts

Kelly Lees

0438 627 819

Education Officer Honey Bees

Bianca Giggins

0418 989 919

Honey Bee Training Coordinator

Cost

The cost of the Certificate III in Beekeeping qualification is set at \$5,900, 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 and the participant is required to make a co-contribution which varies for each individual.

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 \$1000 - \$1800 and will be quoted to you by Tocal College after you proceed through the expression of interest process.

The current fee schedules for industry qualifications are available on the Tocal College website:
<https://www.tocal.nsw.edu.au/future-students/fees>

What the Course involves

The AHC31818 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. The Units of Competency required to attain the Certificate are listed below.

Your training plan will be developed in consultation with the Course Coordinator for the completion of your Certificate III in Beekeeping.

CORE UNITS

Unit of Competency	Delivery mechanism
Work, health, & safety	
AHCWHS301 - Contribute to work health and safety processes	Delivered online in Canvas. Face-to-face training completed Block 1 or workplace assessment where required.
Beekeeping	
AHCBEK205 - Prepare and use a bee smoker	Delivered together in the face-to-face as Beginning in Bees in Block 1.
AHCBEK203 - Open and reassemble a beehive	
AHCBEK206 - Assemble and maintain beekeeping components	Delivered in face-to-face workshop in Block 1
AHCBEK313 - Manage pests and disease within a honey bee colony	Delivered through the 2-day face-to-face Honey Bee Biosecurity course in Block 1, offered with 2 elective units as listed below in "training blocks"
AHCBEK405 - Select and establish an apiary site	Delivered online in Canvas.
AHCBEK302 - Manipulate honey bee brood	Delivered together in the face-to-face "Spring Management" short course in Block 2
AHCBEK303 - Re-queen a honey bee colony	
AHCBEK304 - Remove a honey crop from a hive	Delivered online in Canvas and face-to-face. Workplace assessment available for Trainees only.
AHCBEK312 - Extract honey	
AHCBEK311 - Transport bee hives by road to new apiary site	Delivered online in Canvas.
AHCBEK301 - Manage honey bee swarms	Delivered online in Canvas
Work	
AHCWRK306 - Comply with industry quality assurance requirements	Delivered online in Canvas. Workplace assessment available for Trainees only.
Total Core Units	13

ELECTIVE UNITS – offered through Tocal College

Beekeeping	Delivery mechanism
AHCBEK408 - Provide bee pollination services	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 horticulture industry (eg. Almonds, citrus, stone fruit, apples, canola, blueberries...)
AHCBEK309 - Trap and store pollen	Delivered in a one day face-to-face short course.
AHCBEK409 - Rear queen bees	Delivered through the face-to-face 2-day short course in Block 2.
AHCPCM204 - Recognise plants	Delivered in a one day face-to-face “Plant Recognition for Beekeepers” short course.
Work	
FBPOPR2066 – Apply sampling procedures	Delivered as part of the 2-day face-to-face Honey Bee Biosecurity course in Block 1.
AHC BIO305 – Apply biosecurity measures	Delivered as part of the 2-day face-to-face Honey Bee Biosecurity course in Block 1.
Machinery operation and maintenance	
TLILIC0003 - Licence to operate a forklift truck	Delivered face-to-face in Forklift training short course. If you hold a forklift ticket from another provider, Tocal College will recognise this qualification and provide Credit Transfer at no charge to you.
AHCMOM213 – Operate and maintain chainsaws	Delivered in a one day face-to-face short course.
Total Units Required for Qualification = 18	

Five (5) elective units of competency must be completed to obtain the full qualification. These Units of competency are offered through a mix of face-to-face and online delivery. Both delivery methods include practical components with hands on exercises involving bee hives and a range of beekeeping equipment. Alternatively, several units can be completed through workplace assessment, where NSW DPI trainers travel to the beekeepers’ workplace to assess skills corresponding to specific units.

Two elective units can be imported from other relevant qualifications providing they are appropriate to beekeeping industry operations and are at a level II, III or IV. For example, some candidates have received credit transfer from their current First Aid qualifications and Chemical Certificates. This needs to be discussed with the course coordinator prior to Tocal College generating a quote for your Certificate III in Beekeeping.

How is training and assessment delivered?

Training Blocks

Most of the face-to-face training is delivered in blocks of four days duration. Each block of training gradually increases students' knowledge and skill over the course; therefore, each block requires attendance.

Block 1

DAY	UNIT	CORE/ ELECTIVE
1	AHCWHS301 Contribute to work health and safety processes - <i>online</i> AHCBEK203 Open and reassemble a beehive AHCBEK205 Prepare and use a bee smoker	Core
2 & 3	AHCBEK313 Manage pests and disease within a honey bee colony	Core
2 & 3	AHCBIO305 Apply biosecurity measures FBPOPR2066 Apply sampling procedures	Electives
4	AHCBEK206 Assemble and maintain beekeeping components	Core

Block 2

DAY	UNIT	CORE/ ELECTIVE
1 & 2	AHCBEK302 Manipulate honey bee brood AHCBEK303 Re-queen a honey bee colony	Core
3 & 4	AHCBEK409 Rear queen bees	Elective

Block 3 *EXAMPLE*: Elective's are subject to change and attendance requirements vary, contact your course coordinator

DAY	UNIT	CORE/ ELECTIVE
TBA	AHCBEK408 Provide pollination services	Elective
TBA	AHCPCM201 Recognise plants	Elective
TBA	AHCBEK309 Trap and store pollen	Elective
TBA	AHCBEK304 Remove a honey crop from a hive AHCBEK312 Extract honey	Core

The units you undertake will be assessed in one of the following ways:

Face to Face Training

Face to face training is delivered 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 working towards. Most of this training for your Certificate III in Beekeeping will be conducted at Tocal College. Training usually begins at 8:30am, ending by 4.00pm, morning tea, lunch and afternoon tea are provided.

Workplace Assessment

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

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 “Canvas” - Tocal College’s online learner management system. You will receive a login to Canvas after your enrolment is complete. 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 are to be completed within a 2-month time frame per unit. Extensions will require consultation with your trainer.

Recognition of Prior Learning (RPL)

RPL is the process for formally assessing and recognising skills, knowledge and experience gained through working with bees. RPL assessment requires you to demonstrate and present evidence of your skills and knowledge. This can be done via an interview in the workplace or by providing the college with a portfolio of documentary evidence. Tocal College RPL assessors will work closely with you to collect and present the required evidence.

Methods of RPL 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 a few hours.

2. Desk audit

You can prepare a detailed written submission following the guidelines which will be provided to you by Tocal College RPL assessors. 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 Process:

Step 1	Contact Tocal College to discuss the most appropriate method of assessment for you. If it is agreed that RPL assessment is the best option, you will be sent the information and assessment material to guide you through the RPL process
Step 2	Compare your knowledge and skills with the TOCAL sheet for each unit. Contact Tocal College Recognition of Prior Learning staff if you have any queries
Step 3	<p>Prepare your case: Update your CV/resume Complete the TOCAL sheets for each unit before the interview. An example TOCAL Sheet is provided as Appendix 2 The TOCAL Sheet format is:</p> <p>T (Training) – Gather original documents of any training (certificates, qualifications, licences, workshops) you have completed. Photos of these will be taken during the interview.</p> <p>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.</p> <p>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.</p> <p>A (Answers) – Answer the questions on each TOCAL sheet in the text box provided.</p> <p>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.</p>
Step 4	<p>Interview Contact Tocal College Recognition of Prior Learning staff to make an appointment for an interview. At the interview you will present your evidence.</p> <p>OR</p> <p>Desk Audit Complete and return all documentation to Tocal College for review and assessment</p>
Step 5	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 6	The Tocal College Recognition of Prior Learning staff will then submit your completed case for review and approval. Your case will be assessed and you will be contacted if any further information is needed.

Enrolment Status

Qualifications:

All students are expected to complete their qualification within **two** (2) years of enrolment and have **eight** (8) weeks to complete each subject.

If a subject is not completed within the required time without prior approval, the student's enrolment in the subject will be withdrawn and a refund will not apply. Reasonable extensions may be approved by the course coordinator upon written request.

Re-enrolment in the subject will require repayment of the subject fee. If the student receives a subsidy or scholarship to undertake the qualification and does not meet the above requirement, the fees payable by the student may vary, regardless of the original quote provided. If a student does not complete any subject in a **six** (6) month period without prior approval, the student's enrolment in the qualification will be withdrawn. Tocal College will notify the student **two** (2) months before their enrolment is due to be withdrawn.

Re-enrolment in the qualification will require repayment of the enrolment fee.

A student may apply to defer their studies for up to **six** (6) months and can defer a maximum **two** (2) times during their enrolment. The total deferment time period cannot exceed 12 months. Applications for deferral must be made in writing to the course coordinator and must be made at least two weeks prior to the current subject due date. If the subject has changed during the period of the student's deferral they may be required to submit additional information as evidence of competency.

RPL:

Candidates will be given six (6) months from enrolment to complete their application for RPL. After that period, Tocal College will archive the RPL case.

Before archiving an incomplete case, Tocal College will give the candidate one (1) months' notice and the option of receiving a Statement of Attainment for units of competency that have been achieved. Those units will be charged at the rate per unit current at the time of enrolment.

If the candidate wishes to re-enrol and recommence the RPL case, they are required to pay a re-enrolment fee. This re-enrolment fee will be deducted from the total cost once the RPL case has been finalised. If a case is recommenced, the six (6) month period for completion applies and the same conditions apply (as described above)