



# AHC31424 Certificate III in Conservation and Ecosystem Management Student Guide – 2025



# Introduction to AHC31424 Certificate III in Conservation and Ecosystem Management

Well managed land helps preserve and maintain wildlife and their habitat in the natural ecosystem, parks and reserves and prevents the spread of weeds, pests, and diseases. This course is a great way to be introduced to a career in the Land Management sector. It provides key knowledge and skill for managing and maintaining healthy landscapes on private, Government and Aboriginal lands.

Welcome to the Tocal College AHC31424 Certificate III in Conservation and Ecosystem Management (CEM).

This course is facilitated by the trainer/assessors in a face-to-face environment with specialist subject matter experts to support the content delivery.

There are trainer-led theory classes and practical sessions involving small group and individual activities plus work-based learning activities.

A large component of the delivery is practical, in the field training. In addition to the practical training sessions, the course also utilises workplace assessment for those with sufficient workplace experience who can demonstrate competence on the job. The Certificate III in CEM program is delivered through seven blocks of three consecutive days with a break in between each block.

You will have one (1) year to complete the qualification. There is no minimum timeframe for completion.

Upon successful completion of your course/qualification you will receive an official transcript in the mail and an invitation to attend a Tocal College graduation ceremony, where you will be presented with your Tocal College testamur.

All graduates are invited to the annual formal graduation which are held each March/April at the Paterson and Yanco NSW campuses. To qualify, you must complete the qualification during the previous calendar year.

## Key contacts

Andrew Lucas

Training Coordinator Land Management

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Student Administration support

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Any further enquiries can be directed to [cem@dpi.nsw.gov.au](mailto:cem@dpi.nsw.gov.au)

## Qualification outcomes

The AHC31424 Certificate III in Conservation and Ecosystem Management caters for the needs of a range of industry sectors such as Council trainees (bush regeneration, weed and pest officers), Aboriginal programs (ranger, green teams, and cultural burning) and environmental services providers.

You will develop knowledge and skills in:

- site inspection
- maintaining native ecosystem areas
- Cultural burning and recording information on Country.

## What the qualification involves

You must complete sixteen (16) units to gain the Certificate III in Conservation and Ecosystem Management, including:

- Two (2) core units plus 14 elective units
- At least six (6) units must be selected from any of the group's A, B, C, D, E, F, G and/ or H
- Up to six (6) units from Group I: General electives
- Up to four (4) units may be selected from any currently endorsed Training Package or accredited course.
- At least six (6) Units must be selected from Group A to qualify for the Specialisation in Indigenous Land Management

Any combination of electives that meets the packaging rules can be selected for the award of the Certificate III in Conservation and Ecosystem Management.

**Total College is offering the specialisation in Indigenous Land Management and the Generalist Course.**



## Units of study

You must complete sixteen (16) units of study to gain this qualification.

Total College has the following program on offer listed below. This selection of units of competency meets the requirements for Indigenous Land Management specialisation but can be amended to meet the needs of generalist study.

Unit type	Unit code and name
<b>Core units</b>	AHCECR309 - Conduct an ecological and cultural site inspection prior to works
	AHCWHS302 - Contribute to work health and safety processes
<b>Groups/electives</b>	
Group A: Indigenous land management	AHCOCM301 - Provide information on Aboriginal and/or Torres Strait Islander Peoples cultural practice
	AHCFIR202 - Assist with planned burning. This must be attained as a prerequisite for the unit AHCFIR301.
	AHCFIR301 - Undertake burning for fuel, ecological and cultural resource management.
	AHCOCM303 - Follow Aboriginal and/or Torres Strait Islander cultural protocols
	AHCOCM304 - Implement cultural burning practices on Country
	AHCWRK323 - Operate in isolated and remote situations
	AHCECR301- Maintain native ecosystem areas
Group C: Lands, Parks and Wildlife	AHCWRK317 - Coordinate work site activities
Group H: Mined land rehabilitation	AHCECR308 - Conduct a site inspection for ecological restoration
Group I: General Electives	AHCCHM307 - Prepare and apply chemicals to control pest, weeds, and diseases
	AHCCHM304 - Transport and store chemicals
Imported Units	FWPCOT2273 - Trim and cut felled trees
	FWPCOT2254 - Maintain chainsaws
	AHCBIO203 - Inspect and clean machinery, tools and equipment to preserve biosecurity

## Certificate III in Conservation and Ecosystem Management

### Delivery plan

#### Block 1

AHCWHS302 Contribute to Work Health and Safety Processes

AHCWRK323 Operate in Isolated and Remote Situations

#### Block 2

AHCECR308 Conduct a Site Inspection for Ecological Restoration

AHCOCM301 Provide Information on Aboriginal and/ or Torres Strait Islander Peoples' Cultural Practice

AHCFIR202 Assist with Planned Burning\*

#### Block 3

AHCOCM303 Follow Aboriginal and/ or Torres Strait Islander Cultural Protocols

AHCOCM304 Implement Cultural Burning Practices on Country

AHCFIR301 Undertake Burning for Fuel, Ecological and Cultural Resource Management

#### Block 4

AHCECR309 Conduct an Ecological and Cultural Site Inspection Prior to Works

AHCECR301 Maintain Native Ecosystem Areas

#### Block 5

FWPCOT2273 Trim and Cut Felled Trees

FWPCOT2254 Maintain Chainsaws

#### Block 6

AHCINF307 Plan and Construct Conventional Fencing

AHCINF205 Carry Out Basic Electric Fencing Operations

#### Block 7

AHCCHM304 and AHCCHM307 – AQFIII Chemical Application

Note: Order of delivery may change to suit seasonal conditions.

## **Tocal College entry requirements:**

Tocal College prefers that students have some industry experience and/or a supportive employer.

Students must have:

- Australian citizenship, permanent residency, or New Zealand citizenship
- adequate language, literacy, and numeracy skills to complete the course
- basic to intermediate computing skills, and reliable internet speed.
- basic tools and PPE for self-directed field work.

\*Please note: To enrol and participate in this program you must be employed or part of a traineeship arrangement working in bush regeneration and general land management.

## **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 Course Coordinator This may be face-to-face, Zoom or Microsoft Teams.
4. Complete a Literacy, Language and Numeracy (LLN) screening.
5. 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.
6. Complete an enrolment form.
7. Pay fees as required.

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 may 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](https://www.tocal.nsw.edu.au/_data/assets/pdf_file/0007/1392793/LLN-Policy.pdf.pdf)

## Fees

Subsidy funding is from time to time available for NSW students under Smart and Skilled through Training Services NSW. Smart and Skilled is an NSW Government program that helps people get qualifications within in-demand skills and industries.

Smart and Skilled provides eligible students an entitlement to government-subsidised training in selected qualifications. <https://education.nsw.gov.au/skills-nsw/students-and-job-seekers/low-cost-and-free-training-options/smart-and-skilled-training>.

Tocal College will provide a quote for students in the Smart and Skilled portal, prior to enrolment.

The current fee schedules for industry qualifications are available on the Tocal College website:

[Tocal College industry qualification fees](#)

## How is training delivered?

Face to face training with Tocal College involves physically attending training at a campus or a nominated training venue. Face to face training offers the opportunity for active engagement with the trainer and other students in the course. This provides opportunities for practical experiences and feedback in a real time environment.

Tocal College will notify students of venue, time, and attendance requirements prior to the face-to-face training.

## Assessment

Your assessment will vary for each unit but will include tasks to assess your knowledge and your practical skills at an industry level standard. Assessment for each unit will usually include written tasks such as a quiz, research, report or project, and practical tasks such as an observation checklist, a video, or photographs. You will be advised prior to training the type of assessment required or associated with the task.

Your skills and understanding will be assessed for each unit through a variety of tasks, including observation checklists, workplace assessment in class assessment and assignments. All assessments are marked within five (5) working days, following the day you submit your work. Your assessor will provide detailed feedback following each submission.

## 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 coordinators
- Trainers and assessors
- RPL case managers
- Administrative support officers
- e-learning support officers.

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

## Recognition of Prior Learning (RPL)

If you are already employed or have experience in natural resource management or CEM, you may be eligible to gain part of this qualification based on skills or experience you already have.

RPL is the process for formally assessing and recognising skills, knowledge, and experience. Students may be eligible for Recognition of Prior Learning (RPL) in specific units of competency depending on their previous experience. RPL assessment requires you to demonstrate and present evidence of your skills and knowledge.

Recognition of Prior Learning (RPL) – <https://www.tocal.nsw.edu.au/students/future-students/recognition-of-prior-learning>

## Credit transfer

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

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

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

**Total College Complaints and Appeals Form**

[https://www.tocal.nsw.edu.au/\\_\\_data/assets/pdf\\_file/0009/1139067/college-complaints-and-appeals-form.pdf](https://www.tocal.nsw.edu.au/__data/assets/pdf_file/0009/1139067/college-complaints-and-appeals-form.pdf)