

# TOCAL COLLEGE SKILLS TRAINING



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# MACHINERY AND EQUIPMENT

## Quad bike operations

This course is for those wanting to develop their skills in the safe use of quad bikes.

**Course aim:** To assist participants to safely and effectively operate four wheeled motor bikes and to carry out routine checks and maintenance.

Delivery	Unit of competency
1 day face-to-face including practical sessions	• AHCMOM217 - Operate quad bikes

Note: weekend dates by arrangement

## Side by side operations

Safer than a quad bike, but still carries risks. This course is for those wanting to get the most from their side by side.

**Course aim:** To assist participants to safely and effectively operate a side by side vehicle and carry out routine checks.

Delivery	Unit of competency
1 day face-to-face including practical sessions	• AHCMOM216 - Operate side by side utility vehicles

## Farm motorbikes operations (2 wheel)

A practical course for those wanting to develop their skills in the use of two wheeled motorbikes.

**Course aim:** To develop the skills to undertake pre-start checks, operate and shut down a two wheeled motor bike.

Delivery	Unit of competency
1 day face-to-face including practical sessions	• AHCMOM201 - Operate two wheel motor bikes

Note: attainment of this competency does not count towards gaining a road motor bike licence with the Roads and Maritime Services.

## Licence for forklift operations

This course is appropriate to those requiring training in the safe and efficient use of a forklift. Participants are trained and assessed for a SafeWork NSW forklift licence.

**Course aim:** To follow WHS procedures and effectively manage hazards, conduct routine checks and follow correct procedures, operate forklift and shift loads safely and efficiently. Participants must be 18 years or older.

Delivery	Unit of competency
3 days face-to-face including practical sessions	• TLILIC0003 - Licence to operate a forklift truck



## Telehandler operations

Safely operate a telehandler on your farm, from planning to operating including hazard identification, communication methods, and fitting attachments.

**Course aim:** Plan and prepare for work, check and operate telehandler, attach, lift, carry and place materials, conclude and clean up.

Delivery	Unit of competency
1 day face-to-face with pre-workshop online learning.	• AHCMOM303 - Operate a telehandler

## Tractor operation and maintenance

Working with tractors can be dangerous. The better you know how to operate and maintain a tractor, the safer and more productive your farm will be.

**Course aim:** To prepare for, operate and complete tractor operations under general supervision.

Delivery	Units of competency
2 days face-to-face including practical sessions	• AHCMOM202 - Operate tractors

## Tractor operations with attachments

Working with tractors is an inherently dangerous activity. Individuals who work at this level must be thoroughly instructed in all health and safety in the workplace aspects of operating tractors

**Course aim:** To prepare for, operate and maintain tractor with attached equipment.

Delivery	Units of competency
2 days face-to-face including practical sessions	• AHCMOM317 - Operate tractors with attachments

## Tractors with attachments and front end loader operations

Individuals who work at this level must be thoroughly instructed in all health and safety in the workplace aspects of operating tractors.

**Course aim:** To prepare for, operate and maintain tractor operations with attached equipment and to prepare for, carry out and shut down front-end loader operations in an agricultural environment.

Delivery	Units of competency
2 days face-to-face including practical sessions	• AHCMOM317 - Operate tractors with attachments • AHCMOM207 - Conduct front-end loader operations

## Machinery hygiene

This course has been developed to increase awareness of how weeds and pests can be spread via contaminated machinery and what can be done to reduce the risk of this occurring.

**Course aim:** To develop participants' skills in formally inspecting machinery for material that may contribute to the spread of weeds, pests or diseases, including options for location and equipment when cleaning machinery and plant.

Delivery	Unit of competency
1 day face-to-face including practical sessions or online for completion in 12 weeks	• AHC BIO203 - Inspect and clean machinery, tools and equipment to preserve biosecurity



## Off-road four wheel drive and recovery

How to safely operate a four wheel drive vehicle off road and use vehicle recovery techniques. Bring your own 4x4 vehicle.

**Course aim:** Maintain and operate a 4WD vehicle safely and effectively under a range of off-road conditions. Carry out 4WD vehicle recovery operations.

Delivery	Unit of competency
2 days face-to-face including practical sessions	<ul style="list-style-type: none"> <li>FWPCOT3325 - Operate four wheel drive vehicle on unsealed roads</li> <li>FWPCOT3326 - Recover four wheel drive vehicle</li> </ul>

## Chainsaw operation and maintenance

A practical course for those seeking basic chainsaw cross-cutting (cut timber on ground) and maintenance skills.

**Course aim:** To develop skills in general maintenance and operation of chainsaws, safety and efficient working techniques for cross-cutting fallen timber.

Delivery	Unit of competency
2 days face-to-face including practical sessions	<ul style="list-style-type: none"> <li>AHCMOM213 - Operate and maintain chainsaws</li> </ul>

## Chainsaw - trim and cut felled trees

How to operate a chainsaw when cutting a fallen tree using a range of techniques.

**Course aim:** To follow WHS requirements, maintain and operate a chainsaw safely and efficiently in a range of situations, cross-cutting felled trees.

Delivery	Unit of competency
2 days face-to-face including practical sessions	<ul style="list-style-type: none"> <li>FWPCOT2254 - Maintain chainsaws</li> <li>FWPCOT2273 - Trim and cut felled trees</li> </ul>

**Reaccreditation:** 1 day face-to-face

## Chainsaw - fell trees manually (basic)

How to assess trees and surrounds, plan for falling, and safely and effectively fell trees.

**Course aim:** To develop knowledge in general maintenance and operation of chainsaws, and felling trees safely and effectively following WHS and environmental requirements. Competence in [Trim and cut felled trees](#) is a requirement to attend this course.

Delivery	Unit of competency
2 days face-to-face including practical sessions	<ul style="list-style-type: none"> <li>FWPCOT2274 - Fell trees manually (basic)</li> </ul>

**Reaccreditation:** 1 day face-to-face



## Chainsaw - fell trees manually (intermediate)

How to assess, plan and safely carry out manual tree-felling operations using a chainsaw in a non-production environment.

**Course aim:** Learn how to assess, plan and safely carry out manual tree-felling using a chainsaw in a non-production environment, the felling procedures for falling single leader sound trees of less than 40m in height, and how to control fall direction with the use of wedges and/or control with hinge wood.

Competence in [Fell trees manually \(basic\)](#) is a requirement to attend this course.

Delivery	Unit of competency
2 days face-to-face including practical sessions	<ul style="list-style-type: none"> <li>FWPCOT3347 - Fell trees manually (intermediate)</li> </ul>

**Reaccreditation:** 1 day face-to-face

## Chainsaw - trim trees using a pole saw

How to safely operate and maintain a mechanical pole saw for trimming high branches in a range of situations.

**Course aim:** To develop knowledge and skills in WHS requirements for pole saw operations, assessing trees, preparing pole saw for trimming, trimming high branches, and promoting tree growth by trimming and felling excess branches.

Delivery	Unit of competency
1 day face-to-face including practical sessions	<ul style="list-style-type: none"> <li>FWPCOT3301 - Trim trees using a pole saw</li> </ul>

## Service and maintain small powered machines

This course will take you from the service manual to the service bay.

**Course aim:** To develop participants' skills to enable them to carry out servicing of small powered machines (ride-on mowers, hand mowers, line trimmers, brush cutters, mulchers and chainsaws) to WHS standards and manufacturer's specifications.

Delivery	Unit of competency
1 day face-to-face including practical sessions	<ul style="list-style-type: none"> <li>AHCMOM204 - Undertake operational maintenance of machinery</li> </ul>

## Rural fencing operations

Fencing is not just wire, wood and steel. You need a reason to build a fence, and a design. Tocal's two-day course can get you started. Learn how to build a fence that will work for you.

**Course aim:** To develop knowledge and skills in basic fencing, installation and maintenance of basic electric fencing, whilst understanding fence design and layout.

Delivery	Unit of competency
2 days face-to-face including practical sessions	<ul style="list-style-type: none"> <li>AHCINF307 - Plan and construct conventional fencing</li> <li>AHCINF205 - Carry out basic electric fencing operations</li> </ul>





# PRODUCTION

# BUSINESS

## Vineyard integrated weed management

This course is an interactive, thought-provoking course for vineyard personnel including owners, managers, agronomists, supervisors, and farm hands.

**Course aim:** To develop knowledge and skills in the successful and sustainable management of weeds in a vineyard.

Delivery	Units of competency
2 days face-to-face including practical sessions	• AHCPMG301 - Control weeds

## Biosecurity applications

Develop knowledge and skills in interpreting and applying control measures in a biosecurity plan to protect farms from the entry and spread of biosecurity threats.

**Course aim:** Participants will learn to identify biosecurity threats and determine control measures for the site, apply biosecurity control measures and monitor biosecurity procedures.

Delivery	Units of competency
1 day face-to-face workshop	• AHCBI0303 - Apply biosecurity measures

## Identify grasses

Helpful training if you need to report on grasses in your area.

**Course aim:** You will learn to recognise features and attributes of a range of your local native and exotic grass species. Includes training in the use of field guides and plant keys to identify grasses in your area, and methods for describing these species. Feel free to bring along grass specimens for identification.

Delivery	Units of competency
2 days face-to-face including practical sessions	• AHCPM303 - Identify plant specimens



## GROW – Generating regionally outstanding women

This is a professional development program for emerging female leaders in NSW agricultural industries and is for business owners and managers who ideally have a minimum of 5 years' experience in the workplace and have delegation over the WHS and HR systems of business. This course will help you build the skills and knowledge to be an effective leader in business, community and industry.

**Course aim:** Time management, planning and organisation, elite communication and networking, management of teams and staff, industrial relations, understanding and managing work health and safety in your business.

Commitment of 2-3 hours a week to improve your business and compliance!

Delivery	Aligned to units of competency
Blended delivery of: • Online tasks • Two 1-day face-to-face workshops • Online modules • Weekly live webinars (recorded)	<ul style="list-style-type: none"> <li>• AHCWHS402 - Maintain workplace health and safety processes</li> <li>• BSBWHS411 - Implement and monitor WHS policies, procedures and programs</li> <li>• AHCWRK409 - Supervise work routines and staff performance</li> <li>• BSBTWK401 - Build and maintain business relationships</li> <li>• BSBPEF402 - Develop personal work priorities</li> <li>• BSBCMM412 - Lead difficult conversations</li> </ul>

## Plan to profit

This online training course is delivered in partnership with Mike Krause from P2P Agri. Using the P2P Agri software you will analyse your business performance, test plans with scenario analysis and build resilience for a sustainable business.

**Course aim:** Learn how to set production targets, analyse your cash flow, and develop a 'bank-ready' business plan. The course will also cover basic financial ratios to help you understand the health of your business.

Delivery	Units of competency
<ul style="list-style-type: none"> <li>• Online delivery over 12 weeks</li> <li>• Fortnightly live interactive group webinar (total of 5) recorded and made available for download</li> <li>• Fortnightly one-on-one online coaching session with trainer (total of 5) recorded and made available for the student</li> </ul>	<ul style="list-style-type: none"> <li>• AHCBUS516 - Develop and review a business plan</li> <li>• AHCBUS517 - Monitor and review business performance</li> <li>• AHCBUS518 - Prepare and monitor budgets and financial reports</li> </ul>

## WHS and HR fundamentals

Are you a business owner, manager or supervisor who wants to gain a greater understanding of all things workplace health and safety and human resources?

**Course aim:** To improve WHS and staff management in your business. To understand a WHS management system, and to understand your legal obligations when it comes to staff, attracting and retaining staff, effectively managing staff performance and ensuring your paperwork and systems are practical but compliant. Commitment of 2-3 hours a week to improve your life and business!

\*If you have completed the GROW course, you are not eligible for funding for this course

Delivery	Aligned to units of competency
<ul style="list-style-type: none"> <li>• Online delivery to be completed over 16 weeks</li> <li>• Weekly live Q&amp;A webinars (recorded &amp; available for download)</li> <li>• Includes guest speakers from SafeWork NSW, NSW Farmers, and icare</li> <li>• Written and recorded content for self-paced study</li> <li>• Access to trainers for student support</li> </ul>	<ul style="list-style-type: none"> <li>• AHCWHS402 - Maintain workplace health and safety processes</li> <li>• BSBWHS411 - Implement and monitor WHS policies, procedures and programs</li> <li>• AHCWRK409 - Supervise work routines and staff performance</li> <li>• BSBCMM412 - Lead difficult conversations</li> </ul>

# AGRICULTURE ONLINE

The NSW Government has announced fee free training for priority courses for eligible participants!

If you meet the standard NSW Smart and Skilled eligibility you can enrol in the **AHC50122 Diploma of Agriculture** and pay a \$0 student fee.

NSW Smart and Skilled standard eligibility means you:

- are aged 15 years or older
- have left school
- live or work in New South Wales
- are an Australian citizen, permanent resident, humanitarian visa holder or New Zealand citizen.

## About the AHC50122 Diploma of Agriculture

The benefit of studying this course is that it is fully online, and you don't have to schedule your time to attend face-to-face classroom sessions. You can study in your own home or anywhere that suits your learning style.

To achieve this qualification, competency must be demonstrated in:

10 units of competency:

- 2 core units
- 10 elective units.

You can choose from the following units:

### Core units

- AHCWHS503-Manage work health and safety processes
- AHCWRK520-Develop workplace policy and procedures for environment and sustainability

### Foundation units

- AHCAGB518-Develop climate risk management strategies
- AHCWHS502-Manage work health and safety processes
- AHCSOL505-Monitor and manage soils for production
- AHCAGB513-Develop a farm plan

### Livestock units

- AHCLSK504-Develop livestock health and welfare strategies (Group A)
- AHCLSK510-Develop production plans for livestock (Group A)
- \*AHCLSK509-Develop and implement a breeding strategy (Group A)

\*Note: you must have access to a breeding unit (40 plus) of beef cows or its equivalent in other livestock to undertake this subject.

### Crops and pastures units

- AHCBAC512-Develop production plans for crops (Group A)
- \*AHCBAC513-Apply plant biology to agronomic practices (Group A)

\*Note: completion of this unit involves setting up and monitoring two small plant experiments

### Business units

- AHCAGB512-Plan and manage infrastructure (Group B)
- AHCBUS513-Market products and services (Group A)
- \*AHCBUS511-Manage enterprise staff requirements (Group A)

\*Note: you need to be a workplace supervisor to complete this subject.

### Plan to Profit – Business units

In addition to the above online courses, Tocal also offers three additional Business units delivered via a series of 5 interactive webinars and individuals sessions over a 12-week period. This online training is delivered in partnership with Mike Krause from P2P Agri.

- AHCBUS517 Monitor and review business performance (Group A)
- AHCBUS516 Develop and review a business plan (Group A)
- AHCBUS518 Prepare and monitor budgets and financial reports (Group A)

**Online learning injects flexibility into your learning. You'll find everything you need in one place, making it easier than ever to access resources and complete your assessment tasks. You may also be able to achieve some of your units through recognition of prior learning (RPL), meaning your course length is reduced.**

Some of our other online courses:

- Biodiversity Conservation Trust land management
- Develop a whole farm plan
- Develop climate risk management strategies
- Honey honey bee biosecurity
- Irrigation 101
- Machinery hygiene
- Monitor and manage soils for production
- Pig nutrition basics
- SMARTtrain chemical application (Level 3) and reaccreditation
- SMARTtrain chemical risk management (Level 4)
- Vertebrate pesticide induction
- WHS and HR fundamentals
- WHS for supervisors and managers
- Varroa mite

**See more at [www.tocal.nsw.edu.au/courses/online-courses](http://www.tocal.nsw.edu.au/courses/online-courses)**

## Free online courses

You can see all our free online courses and self-enrol in anything that catches your interest at:

**<https://courses.tocal.nsw.edu.au/>**



**You can apply now by scanning the QR code and going to**

**<https://www.tocal.nsw.edu.au/courses/ahc50122-diploma-of-agriculture>**



# BEEES

## Varroa mite training - online

This course has been developed to provide an introductory overview of Varroa management and to meet the eligibility requirements for hive movement permits for beekeepers in NSW. On successful completion of this course, you will receive a certificate. The course is free and is recommended to all beekeepers wanting to develop their understanding of varroa mite, its impact on honey bee colonies and available management options. Note: Introductory only — this is not a full varroa management course.

**Note:** Face-to-face training workshops are now being delivered by the National Varroa Mite Management Program. Dates and locations can be found at <https://ticketing.humanitix.com/tours/varroa-management-training>

## Manage pest and disease in honeybees - online

This online course provides beekeepers with the skills to recognise, monitor and manage the impact of pests and diseases in honey bee colonies. This course meets the requirements of the Australian Honey Bee Industry Biosecurity Code of Practice Section 9.2a: approved pest and disease course.

**Course aim:** For beekeepers to improve the health and productivity of honey bees and promote awareness and management techniques of pests and diseases within a colony.

Delivery	Units of competency
Online	<ul style="list-style-type: none"> <li>AHCBEK313- Manage pests and diseases within a honeybee colony</li> </ul>

## Honey bee biosecurity

This two day course provides beekeepers with the skills to recognise, monitor and manage the impact of pests and diseases on honey bee colonies. This course meets the requirements of the Australian Honey Bee Industry Biosecurity Code of Practice Section 9.2a: approved pest and disease course.

**Course aim:** For beekeepers to improve the health and productivity of honey bees and promote awareness and management techniques of pests and diseases within a colony.

Delivery	Units of competency
2 day face-to-face workshop	<ul style="list-style-type: none"> <li>AHCBEK313- Manage pests and diseases within a honeybee colony</li> <li>FBPOPR2066- Apply sampling procedures</li> </ul>

## Quality assurance for honey extraction - online

This online course teaches skills and knowledge required to operate honey extraction equipment safely and to extract honey fit for human consumption.

**Course aim:** Students will understand quality assurance for honey extraction in beekeeping operations including safe food handling and storage processes.

Delivery	Units of competency
Online	<ul style="list-style-type: none"> <li>AHCBEK312- Extract honey</li> </ul>



## Establish an Australian native stingless bee colony and Recognise plants

This training package has been designed for those with a keen interest in Australian native stingless beekeeping and who want to understand and recognise the flora that stingless bees may be accessing in the local environment.

**Course requirements:** Participants will already be engaged with stingless beekeeping and must have access to hives to provide evidence and demonstrate a range of skills including; hive splitting and honey extraction

Delivery	Units of competency
Blended delivery of: <ul style="list-style-type: none"> <li>2 day face-to-face workshop</li> <li>Online modules</li> </ul>	<ul style="list-style-type: none"> <li>AHCNRM301- Establish an Australian native stingless bee colony</li> <li>AHCPCM204- Recognise plants</li> </ul>

## Contact the bee team

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[www.tocal.nsw.edu.au/courses/bees](http://www.tocal.nsw.edu.au/courses/bees)

# SAFETY AND INDUSTRY EMPLOYABILITY SKILLS

## Working in confined spaces

This course is appropriate for those working in operational roles undertaking work in confined spaces.

**Course aim:** To provide participants with the skills and knowledge required to work safely in confined spaces.

Delivery	Units of competency
1 day face-to-face including practical sessions	<ul style="list-style-type: none"> <li>RIIWH202E - Enter and work in confined spaces</li> <li>RIIWH201E - Work safely and follow WHS policies and procedures</li> </ul>

## Working safely at heights

This course is appropriate for those working in operational roles where they are required to perform work at heights.

**Course aim:** To provide the skills and knowledge required to work safely at heights. This includes identifying work requirements, procedures and instructions, accessing and installing equipment, performing work at heights and cleaning up work areas.

Delivery	Units of competency
1 day face-to-face including practical sessions	<ul style="list-style-type: none"> <li>RIIWH204E - Work safely at heights</li> <li>RIIRIS201E - Conduct local risk control</li> </ul>

## WHS for workers

This course enables workers to contribute to WHS processes in the agricultural industry.

**Course aim:** To provide the candidates with a good understanding of how to work safely and contribute to WHS policies, procedures, identify hazards and control risks.

Delivery	Units of competency
Face-to-face <ul style="list-style-type: none"> <li>1 day interactive classroom session</li> </ul> Online <ul style="list-style-type: none"> <li>12 weeks to complete in self-paced environment</li> </ul>	<ul style="list-style-type: none"> <li>AHCWHS302 - Contribute to work health and safety processes</li> </ul>

## WHS for supervisors and managers

Workplace health and safety is a subject no-one wants to know about until it's too late! This one-day or online course will help you to keep your workplace and workforce safe.

**Course aim:** To develop knowledge and skills in monitoring and implementing an organisation's WHS policies, procedures and programs. Create solutions to unpredictable problems through analysis and evaluation of information, and meet legislative requirements.

Delivery	Units of competency
Face-to-face <ul style="list-style-type: none"> <li>1 day interactive classroom session</li> <li>Post course work for completion within one month</li> </ul> Online <ul style="list-style-type: none"> <li>12 weeks to complete in self-paced environment</li> <li>Four 1.5 hr webinar sessions with Q&amp;A</li> </ul>	<ul style="list-style-type: none"> <li>BSBWHS411 - Implement and monitor WHS policies, procedures and programs</li> </ul>



## SMARTtrain Chemical application (Level 3)

A course for people who use pesticides with powered and hand-held application equipment. On successful completion participants will be issued with a SMARTtrain® card, valid for 5 years.

**Course aim:** To safely prepare and apply chemicals for the control of pests, weeds and diseases. Interpret labels and SDS for safe transport, handling and storage and to recognise sensitive areas and manage spray drift.

Delivery	Units of competency
Face-to-face <ul style="list-style-type: none"> <li>2 days including practical sessions</li> </ul> Online <ul style="list-style-type: none"> <li>Approximately 8-16 hours self-paced, trainer supported</li> </ul>	<ul style="list-style-type: none"> <li>AHCCHM304 - Transport and store chemicals</li> <li>AHCCHM307 - Prepare and apply chemicals to control pest, weeds and diseases</li> </ul>

## SMARTtrain Chemical application (Level 3) reaccreditation

A refresher course for those renewing their chemical card at Level 3 as required every 5 years. A 1 day face-to-face course delivered around NSW, and also available online.

## SMARTtrain Chemical risk management (Level 4)

This course provides supervisors and managers with risk management skills to manage the transportation, storage, application, emergency preparedness and record keeping of agricultural chemicals.

**Course aim:** To assist participants in managing the risks associated with the use of chemicals in the workplace while complying with mandatory codes of practice and relevant legislation to safely transport, store and handle chemicals in the workplace.

Competence in **Chemical application (Level 3)** is a prerequisite for this course.

Delivery	Aligned to units of competency
Face-to-face <ul style="list-style-type: none"> <li>Pre-course work</li> <li>1.5 days including practical sessions</li> </ul> Online <ul style="list-style-type: none"> <li>Approximately 8-16 hours self-paced, trainer supported</li> </ul>	<ul style="list-style-type: none"> <li>AHCCHM404 - Develop procedures to minimise risks in the use of chemicals</li> <li>AHCCHM405 - Plan and implement a chemical use program</li> </ul>





## Aboriginal Rural Training Program

**TOTAL COLLEGE, YANCO CAMPUS**



**Delivering quality  
training to  
Aboriginal people  
and communities  
since 1989**

### **Contact**

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## ABOUT Tocal SKILLS TRAINING



Tocal College is a Registered Training Organisation (RTO 91166) and a leading Australian provider of specialised training to rural industries. It delivers nationally recognised training through the CB Alexander Campus at Paterson, the Yanco Campus in the Riverina, and staff based at Gosford, Tamworth and Wagga Wagga.

Tocal College staff will work with you to develop a training program that specifically addresses the skills and knowledge required by you, your workers and your business.

Tocal College also provides subsidised training, in conjunction with the NSW Government under the Smart and Skilled program.

Eligible students can study short courses, skill sets, certificate and diploma courses that meet government priorities to upskill the NSW workforce.

## CONTACT US

Follow us on Facebook and Instagram



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All information is correct at the time of printing (April 2024). Tocal College reviews and updates training and assessment materials in response to National Training Packages releases.