

# Skills recognition handbook

## *Agriculture*

**Working together to recognise your skills**



**Tocal**  
COLLEGE



Department of  
Primary Industries

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# Table of contents

<b>Introduction</b>	<b>4</b>
<b>The steps to skills recognition by interview</b>	<b>6</b>
<b>Cost</b>	<b>8</b>
<b>Skills recognition policies</b>	<b>9</b>
<b>Contacts</b>	<b>10</b>
<b>Qualification requirements</b>	<b>11</b>
<b>Evidence</b>	<b>20</b>
<b>Sample Transcript</b>	<b>23</b>
<b>Farm Description</b>	<b>26</b>
<b>Code of Practice for Assessors</b>	<b>27</b>
<b>Further information</b>	<b>28</b>

# 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.

Skills recognition 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 to assess their skills and abilities against these standards.

## Benefits

The Tocal skills recognition 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 Skills Recognition 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.

*"I am extremely grateful for being given the opportunity of having recognition of 40 years of service to agriculture acknowledged."*

**Farm manager**

### 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 Skills Recognition 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 skills recognition by interview

## **Step 1**

Read this handbook and talk to Tocal College skills recognition 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 11–19. Note the code that applies to each unit.

## **Step 3**

Send the list of units you have selected to Tocal College skills recognition 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 21–22.

## **Step 4**

Compare your knowledge and skills with the TOCAL sheet for each unit. Confirm your selection with Tocal College skills recognition staff.



## Step 5

Prepare your case.

- Update your CV/resume. See pages 24–25 for more information.
- Complete a farm profile and/or position description if appropriate – See page 26.
- Complete the TOCAL sheets for each unit before the interview. That is:
  - **T (Training)** – List the studies or training (workshops, field days, seminars) you have completed. This list will usually apply to all units.
  - **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)** – Write answers to the questions.
  - **L (Life Experience)** – List your experience in each unit.

## Step 6

Contact Tocal College skills recognition 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 skills recognition 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 skills recognition 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 23 for a sample transcript) together with your Certificate/Diploma/Advanced Diploma.

# Cost

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

The fees for Agriculture qualifications are:

	Desk Audit	By Interview at your place of work
Advanced diploma	\$2000.00	\$2850.00
Diploma	\$2000.00	\$2850.00
Certificate IV	\$2000.00	\$2850.00

The fees for individual units are:

- Interview \$285.00 per unit to a maximum of \$2850
- Desk audit \$200.00 per unit to a maximum of \$2000.

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 Skills Recognition Coordinator.



# Skills recognition policies

- The fee structure at the date of the first invoice will apply for a period of twelve months from that date.
- Fees for Skills Recognition may increase from time to time without notice. If you apply for Skills Recognition 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 skills recognition. After that period, your skills recognition 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 skills recognition 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.edu.au/student-policies](http://www.tocal.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 am enjoyable experience. Thanks for providing this opportunity.*

**Farmer, Mixed enterprise**

# Contacts

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# 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.

## AHC40110 Certificate IV in Agriculture

### Packaging Rules

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

### Elective units

- a minimum of four (4) units from elective group A
- a minimum of five (5) units from elective groups A or B
- a maximum of two (2) units 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 agriculture.

### Core units

#### *Occupational health and safety*

AHCOHS401A Maintain Occupational Health and Safety (OHS) processes

### Elective Units Group A

#### *Broadacre cropping*

AHCBAC401A Manage pastures for livestock production  
 AHCBAC402A Plan a pasture establishment program  
 AHCBAC403A Supervise agricultural crop establishment  
 AHCBAC404A Plan and implement agricultural crop maintenance  
 AHCBAC405A Supervise agricultural crop harvesting  
 AHCBAC406A Maintain grain quality in storage  
 AHCBAC407A Save, prepare and store agricultural seed

#### *Dairy*

AHCDRY401A Manage milking shed routines

***Livestock***

AHCLSK312A	Coordinate artificial insemination and fertility management of livestock
AHCLSK317A	Plan to exhibit livestock
AHCLSK401A	Develop feeding plans for a production system
AHCLSK402A	Develop livestock feeding plans
AHCLSK403A	Escort livestock during export
AHCLSK404A	Implement and monitor animal welfare programs
AHCLSK405A	Implement intensive production systems
AHCLSK406A	Oversee animal marking operations
AHCLSK407A	Plan and monitor intensive production systems
AHCLSK408A	Pregnancy test animals
AHCLSK409A	Supervise animal health programs
AHCLSK410A	Supervise feedlot operations
AHCLSK411A	Supervise natural mating of livestock
AHCLSK412A	Arrange livestock purchases
AHCLSK413A	Design livestock handling facilities
AHCLSK414A	Arrange transport for farm produce or livestock
AHCLSK415A	Oversee alpaca farm activities
AHCLSK416A	Identify and select animals for breeding
AHCLSK417A	Manage horses for stock work

***Pork production***

AHCPRK401A	Implement a feeding strategy for pig production
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**Elective Units Group B*****Agribusiness***

AHCAGB401A	Implement and monitor a property improvement plan
AHCAGB402A	Analyse and interpret production data
BSBRK401A	Identify risk and apply risk management processes

***Artificial insemination***

AHCAIS401A	Supervise artificial breeding and/or embryo transfer programs
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***Business***

AHCBUS401A	Administer finance, insurance and legal requirements
AHCBUS402A	Cost a project
AHCBUS403A	Support and review business structures and relationships
AHCBUS404A	Operate within a budget framework
AHCBUS405A	Participate in an e-business supply chain
BSBFIA402A	Report on financial activity
BSBSMB405A	Monitor and manage small business operations
BSBSMB406A	Manage small business finances
BSBWOR402A	Promote team effectiveness
BSBHRM402A	Recruit, select and induct staff
BSBINM401A	Implement workplace information system
BSBITU404A	Produce complex desktop published documents
BSBCMM401A	Make a presentation

**Chemicals**

- AHCCHM401A Minimise risks in the use of chemicals
- AHCCHM402A Plan and implement a chemical use program
- AHCCHM403A Prepare safe operating procedures for calibration of equipment

**Deer**

- AHCDER401A Handle, store and grade deer velvet
- AHCDER501A Comply with deer industry national velvet accreditation requirements
- AHCDER502A Harvest deer velvet

**Horse breeding**

- AHCHBR305A Handle and care for stallions
- AHCHBR401A Carry out stud stable management duties
- AHCHBR402A Supervise raising young horses

**Irrigation**

- AHCIRG401A Acquire resources for irrigation installation and construction
- AHCIRG402A Determine hydraulic parameters for an irrigation system
- AHCIRG403A Determine seasonal irrigation scheduling tasks
- AHCIRG404A Implement an irrigation-related environmental protection program
- AHCIRG405A Plan and coordinate gravity-fed irrigation systems
- AHCIRG406A Plan on-site irrigation system installation and construction work
- AHCIRG407A Supervise on-site irrigation installation and construction work

**Machinery operation and maintenance**

- AHCMOM401A Conduct major repair and overhaul of machinery and equipment
- AHCMOM402A Supervise maintenance of property machinery and equipment

**Merchandising and sales**

- AHCMER401A Coordinate customer service and networking activities
- AHCMER402A Provide advice and sell machinery
- AHCMER403A Provide advice and sell farm chemicals
- AHCMER404A Provide advice on agronomic products
- AHCMER405A Provide advice on livestock products
- AHCMER406A Provide information on fertilisers and soil ameliorants

**Milk harvesting**

- AHCMKH401A Carry out cleaning-time tests of milking machines
- AHCMKH402A Design and fabricate milking equipment installations
- AHCMKH403A Design and install on-farm milk cooling and storage
- AHCMKH404A Install milking equipment
- AHCMKH405A Performance test milking machines

**Organic production**

- AHCORG401A Manage biodynamic production
- AHCORG402A Manage organic livestock production
- AHCORG403A Manage organic soil improvement

***Pest management***

AHCPMG408A Assess and monitor weed, pest and/or disease control programs

***Plants***

AHCPCM402A Develop a soil health and plant nutrition program

***Shearing***

AHCSHG401A Apply advanced shearing techniques

AHCSHG402A Conduct equipment experting for machine shearing

AHCSHG403A Account for shearing shed supplies

AHCSHG404A Manage shearing and crutching operations

AHCSHG405A Arrange employment for shearing operations

AHCSHG406A Prepare shearing team wages

AHCSHG407A Oversee and instruct shed staff

***Soils and media***

AHCSOL401A Sample soils and interpret results

AHCSOL402A Develop a soil use map for a property

AHCSOL403A Prepare acid sulphate soil management plans

AHCSOL404A Supervise acid sulphate soil remediation and management projects

***Wool***

AHCWOL401A Determine wool classing strategies

AHCWOL402A Use individual fleece measurements to prepare wool for sale

AHCWOL404A Establish work routines and manage wool harvesting and preparation staff

***Work***

AHCWRK401A Implement and monitor quality assurance procedures

AHCWRK402A Provide information on issues and policies

AHCWRK403A Supervise work routines and staff performance

PSPPM402B Manage simple projects

MSL913002A Plan and conduct laboratory/field work

SRXGRO002A Deal with conflict

TAADEL301C Provide training through instruction and demonstration of work skills



## AHC50110 Diploma of Agriculture

### Packaging Rules

Completion of ten (10) elective units.

### Elective Units

- a minimum of five (5) units must come from elective group A
- a minimum of three (3) units must come from elective groups A or B
- a maximum of two (2) units may be selected from units aligned to Certificate IV, 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 agriculture.

### Elective Units Group A

#### *Agribusiness*

AHCAGB501A	Develop climate risk management strategies
AHCAGB505A	Develop a whole farm plan

#### *Business*

AHCBUS501A	Manage staff
AHCBUS506A	Develop and review a business plan
AHCBUS507A	Monitor and review business performance

#### *Broadacre cropping*

AHCBAC501A	Manage agricultural crop production
AHCBAC502A	Manage forage conservation
AHCBAC503A	Manage integrated crop and pasture production
AHCBAC504A	Plan and manage a stored grain program
AHCBAC505A	Plan and manage long-term weed, pest and/or disease control in crops
AHCBAC506A	Manage the harvest of crops
AHCBAC507A	Develop production plans for crops

#### *Livestock*

AHCLSK501A	Manage livestock production
AHCLSK502A	Arrange marketing of livestock
AHCLSK503A	Develop and implement a breeding strategy
AHCLSK504A	Develop livestock health and welfare strategies
AHCLSK505A	Develop production plans for livestock

#### *Occupational health and safety*

AHCOHS501A	Manage Occupational Health and Safety (OHS) processes
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**Organic production**

- AHCORG501A Develop an organic management plan  
 AHCORG502A Prepare the enterprise for organic certification

**Soils and media**

- AHCSOL501A Monitor and manage soils for production

**Elective Group B****Agribusiness**

- AHCAGB502A Plan and manage infrastructure requirements  
 AHCAGB503A Plan and monitor production processes  
 AHCAGB504A Plan production for the whole land/farm based business  
 BSBWOR501B Manage personal work priorities and professional development

**Business**

- AHCBUS502A Market products and services  
 AHCBUS503A Negotiate and monitor contracts  
 AHCBUS504A Prepare estimates, quotes and tenders  
 AHCBUS505A Develop a marketing plan  
 AHCBUS508A Prepare and monitor budgets and financial reports  
 BSBFIM501A Manage budgets and financial plans  
 BSBHRM506A Manage recruitment selection and induction processes  
 BSBRES401A Analyse and present research information  
 BSBRISK501A Manage risk  
 TLIL1907C Implement and monitor transport logistics  
 TLIR207C Source goods/services and evaluate contractors  
 TLIR307C Negotiate a contract

**Chemicals**

- AHCCHM401A Minimise risks in the use of chemicals  
 AHCCHM501A Develop and manage a chemical use strategy

**Deer**

- AHCDER401A Handle, store and grade deer velvet  
 AHCDER501A Comply with deer industry national velvet accreditation requirements  
 AHCDER502A Harvest deer velvet

**Drainage**

- AHCDRG501A Design drainage systems

**Livestock**

- AHCLSK506A Design livestock effluent systems

**Machinery operation and maintenance**

- AHCMOM501A Manage machinery and equipment  
 AHCMOM502A Implement a machinery management system

**Merchandising and sales**

AHCMER501A Develop a sales strategy for rural products

**Natural area restoration**

AHCNAR506A Develop and implement sustainable land use strategies

**Organic production**

AHCORG401A Manage biodynamic production

AHCORG402A Manage organic livestock production

AHCORG403A Manage organic soil improvement

**Shearing**

AHCSHG405A Arrange employment for shearing operations

**Water**

AHCWAT502A Manage water systems

**Work**

AHCWRK501A Plan, implement and review a quality assurance program

AHCWRK502A Collect and manage data

AHCWRK504A Assess new industry developments

AHCWRK505A Manage trial and/or research material

AHCWRK509A Provide specialist advice to clients

AHCWRK511A Develop workplace policy and procedures for sustainability

## AHC60110 Advanced Diploma of Agriculture

### 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 agricultural management.

### Elective Units

#### *Agribusiness*

AHCAGB501A	Develop climate risk management strategies
AHCAGB502A	Plan and manage infrastructure requirements
AHCAGB601A	Develop export markets for produce
AHCAGB602A	Manage estate planning
AHCAGB603A	Manage the production system
AHCAGB604A	Analyse business performance
AHCAGB605A	Manage business capital
AHCAGB606A	Manage price risk through trading strategy

#### *Business*

AHCBUS601A	Manage capital works
AHCBUS602A	Review land management plans and strategies
AHCBUS603A	Develop and review a strategic plan
AHCBUS604A	Design and manage the enterprise quality management system
AHCBUS605A	Manage human resources
AHCBUS606A	Develop a monitoring, evaluation and reporting program
AHCBUS607A	Implement a monitoring, evaluation and reporting program
AHCBUS608A	Manage risk

#### *Work*

AHCWRK601A	Monitor projects in a program
AHCWRK602A	Lead and manage community or industry organisations
AHCWRK603A	Design and conduct a field-based research trial
PRMWM45B	Develop site safety plan
PSPPOL404A	Support policy implementation
SRXGOV001B	Participate as a member of an effective Board of an organisation
SRXGOV002B	Undertake the role of an individual Director of an organisation
SRXGOV003B	Undertake the role of a Chairperson at a Board meeting
SRXGOV004B	Work effectively with the Board of an organisation
SRXINU004A	Promote compliance with laws and legal principles

***Machinery operation and maintenance***

AHCMOM601A Analyse machinery options

***Merchandising and sales***

AHCMER501A Develop a sales strategy for rural products

# Evidence

## Essential evidence:

- Statement of Attainment or attendance from a training course
- Current Resume (see page 24)
- Academic transcripts (originals or certified copies)
- Proof of identity eg: Drivers Licence
- A farm profile and/or position description for your current job if appropriate (see page 26)

## Other evidence can include:

- A property plan
- A business plan
- Farm succession plan
- Risk management plan
- Marketing plan
- Farm budgets
- 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 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.

*"At the beginning of the process I felt that I would not be able to provide the required information to receive recognition but the staff provided me with the encouragement and were invaluable in identifying the areas I had worked in that would equate to the required recognition."*

**Farm manager**



**AHCOHS401A TOCAL: Maintain OHS processes**

The candidate has been involved in implementing and monitoring the enterprise OHS program.

<b>T</b>	<p><b>TRAINING</b> - <i>Have you done any formal or informal training in this unit?</i></p> <ul style="list-style-type: none"> <li>• 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)</li> <li>• List key seminars, workshops and conferences that have helped you gain the skills in this unit. Documents or certificates of these should be included.</li> </ul>
<b>O</b>	<p><b>OBSERVE</b> - <i>Can you demonstrate aspects, show and provide samples of your work in this particular unit to the assessor?</i></p> <p>At the time of your workplace visit the assessor will observe or collect copies of...</p> <ul style="list-style-type: none"> <li>• Examples of information provided to the work group about OHS. Minutes of meetings outlining how you facilitate the participation of workers in OHS observance and decision-making.</li> <li>• Monitoring reports on OHS compliance.</li> <li>• Reports provided to management on OHS issues.</li> <li>• OHS training schedules and plans.</li> <li>• Records of work undertaken in monitoring OHS.</li> <li>• Identify OHS hazards and controls relative to work practices and processes.</li> </ul> <p><i>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.</i></p>
<b>C</b>	<p><b>CONFIRM</b> - <i>Can you get support from others to confirm your skills?</i></p> <p>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.</p>
<b>A</b>	<p><b>ANSWER</b> – <i>Please respond to these questions:</i></p> <ol style="list-style-type: none"> <li>1. What is the organisational policy on monitoring OHS in the workplace?</li> <li>2. What state and federal legislation impacts on this work?</li> <li>3. What responsibilities do you have in monitoring OHS?</li> <li>4. How do you carry these out?</li> <li>5. What are the main OHS issues involved in your work?</li> </ol> <p><i>Your written and/or verbal responses will help confirm that you have the required breadth and depth of knowledge related to this unit.</i></p>
<b>L</b>	<p><b>LIFE EXPERIENCE</b> – <i>Please list your experience in this unit:</i></p> <p>At the interview, Tocal staff will collate a summary of your activities that demonstrate your life experiences in this unit. These may not necessarily be related to work.</p>

## AHCLSK501A: Manage livestock production

The candidate has been involved in the process of establishing production targets, implementing strategies to achieve those targets, taking into account animal health and feeding.

<p style="font-size: 48pt; text-align: center;">T</p>	<p><b>TRAINING - Have you done any formal or informal training in this unit?</b></p> <ul style="list-style-type: none"> <li>• 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)</li> <li>• List key seminars, workshops and conferences that have helped you gain the skills in this unit. Documents or certificates of these should be included.</li> </ul>
<p style="font-size: 48pt; text-align: center;">O</p>	<p><b>OBSERVE - Can you demonstrate aspects, show and provide samples of your work in this particular unit to the assessor?</b></p> <p>At the time of your workplace visit the assessor will observe or collect copies of...</p> <ul style="list-style-type: none"> <li>• Historical production records.</li> <li>• Diary records.</li> <li>• Analyses of production data, eg weaning percentage and daily liveweight gain, and appropriate measures taken to improve where necessary.</li> <li>• Analyses of various herd improvement strategies and adaptation to fit enterprise goals and targets.</li> <li>• Health management plans.</li> <li>• Feeding plans relating to production targets and market requirements</li> <li>• Analyses of new products, technologies eg partial budgets or cash book figures</li> <li>• Analyses of the profitability of enterprises eg cost of production analyses</li> </ul> <p><i>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.</i></p>
<p style="font-size: 48pt; text-align: center;">C</p>	<p><b>CONFIRM - Can you get support from others to confirm your skills?</b></p> <p>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.</p>
<p style="font-size: 48pt; text-align: center;">A</p>	<p><b>ANSWER – Please respond to these questions:</b></p> <ol style="list-style-type: none"> <li>1. What are the production targets for your livestock enterprises?</li> <li>2. What strategies do you have in place to meet these production targets?</li> <li>3. What herd improvement strategies do you use?</li> <li>4. What strategies do you use to achieve target pasture production and feed value?</li> <li>5. What are the main animal health threats and how are these addressed through management?</li> <li>6. What performance and production recording systems do you use?</li> <li>7. How do you analyse enterprise profitability?</li> </ol> <p><i>Your written and/or verbal responses will help confirm that you have the required breadth and depth of knowledge related to this unit.</i></p>
<p style="font-size: 48pt; text-align: center;">L</p>	<p><b>LIFE EXPERIENCE – Please list your experience in this unit:</b></p> <p>At the interview, Tocal staff will collate a summary of your activities that demonstrate your life experiences in this unit. These may not necessarily be related to work.</p>

# Sample Transcript



ABN: 72 189 919 072

## Tocal College

National Provider Number: 91166

### ACADEMIC TRANSCRIPT

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**Ken Farmer    Student ID: 9877309**  
**AHC50110    Diploma of Agriculture**

<i>Comp Code</i>	<i>Competency</i>	<i>Result</i>
AHCLSK505A	Develop production plans for livestock	C
AHCAGB505A	Develop a whole farm plan	C
AHCAGB501A	Develop climatic risk management strategies	C
AHCPMG503A	Develop a strategy for the management of target pests	C
AHCSOL501A	Monitor and manage soils/growing media	C
AHCCHM501A	Develop and manage a chemical use strategy	C
AHCBUS506A	Develop and review a business plan	C
AHCMER501A	Develop a sales strategy for rural products	C
AHCBUS508A	Prepare and monitor budgets and financial reports	C
AHCLSK502A	Arrange marketing of livestock	C

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

This student has satisfied the requirements for this certificate.

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**Principal**  
**Tocal College**

**Print Date: 21 September 2011**

# 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 well. 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 spell check (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 workshops.

### MEMBERSHIP/COMMITTEES

For example Rural Fire Service, also record 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.

# Farm Description

Property Name: \_\_\_\_\_

Farmer(s) names

\_\_\_\_\_  
\_\_\_\_\_

Size of Property

\_\_\_\_\_  
\_\_\_\_\_

Number of employees

\_\_\_\_\_  
\_\_\_\_\_

List each farm enterprise and size

ENTERPRISE	SIZE/NUMBER



# Code of Practice for Assessors

Total College has adopted the international code of ethics and practice that is described in the Training Package for Assessment and Workplace Training.

## Total 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 Agriculture.**

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:**

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**Position:**

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**Postal Address:**

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**Phone Numbers:**

**BH** \_\_\_\_\_

**AH** \_\_\_\_\_

**Mobile** \_\_\_\_\_

**Fax** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Return this form to:**

**Ken Ryall**

Tocal Agricultural Centre  
PATERSON NSW 2421  
Phone 02 49 398815  
Fax 02 49 385549  
E-mail [ken.ryall@dpi.nsw.gov.au](mailto:ken.ryall@dpi.nsw.gov.au)

**Mike Wright**

Murrumbidgee Rural Studie Centre  
YANCO NSW 2703  
Phone 02 6951 2626  
Fax 02 6951 2656  
E-mail [mike.wright@dpi.nsw.gov.au](mailto:mike.wright@dpi.nsw.gov.au)