

# RTD20102

## Certificate II in

### Conservation and Land Management

#### Course information and vocational outcomes

This is a nationally accredited course.

This course is designed to provide experience in the Conservation and Land Management industry. It is intended for those looking into the industry, whether they are adults or school student looking to do a VET course. By completing this course the desired pathway would be for participants to go on and achieve Certificate III in Conservation and Land Management. There is also some scope for undertaking this course as a trainee. This course has a variety of areas specified that the participant may show an inclination to follow.

There are sector specialisations that are offered within this qualification. They are:

- General land management
- Indigenous land management
- Land, parks and wildlife
- Natural area restoration and management
- Weed management

To get a successful outcome in this course the fifteen units of competence must be undertaken and completed:

- Complete all five compulsory units in Group A
- Select and complete eight additional units from Group B
- Select and complete two additional units from Groups B and/or C

At least twelve of the units of competency presented for this qualification must relate to conservation and land management work procedures, activities or contexts.

The nominal hours for this course vary between 425 and 490 nominal hours depending on the selection of units chosen

This course carries with it a Nationally Recognised Certificate.

## Course content

### Group A compulsory units:

- **RTC2701A - Follow OHS procedures (20 nominal hours)**

*(This competency standard covers the process of following enterprise Occupational Health and Safety (OHS) policies and procedures. It requires the ability to comply with workplace procedures in hazards identification and risk control, observe safe practices during work operations, and participate in arrangements for maintaining health and safety of all people in the workplace. Following OHS policies and procedures requires knowledge of employee and employer responsibilities under OHS Act, enterprise procedures relating to hazards, fires, emergencies, accidents and risk control, and OHS signs and symbols relevant to area of work. Note: This unit is based on the national guidelines for integrating OHS competencies into national industry Competency Standards.)*

1. Follow workplace procedures for hazard identification and risk control
2. Observe safe practices during work operations
3. Participate in arrangements for maintaining health and safety of all people in the workplace

- **RTC2702A - Observe environmental work practices (20 nominal hours)**

*(This competency standard covers the process of observing and contributing to positive environmental work practices. It requires the ability to follow workplace directions and instructions, recognise basic environmental hazards and threats and communicate accurately with supervisors and workplace colleagues, and keep simple records. Observing environmental work practices requires awareness of relevant environmental legislation, policies and workplace/industry practices, approaches to improving environmental performance and environmental issues [specially in regard to water catchments, air, noise, ecosystems, habitat, efficient use of resources, sustainability and water minimisation]).*

1. Follow environmental workplace practices
2. Contribute to improved environmental work practices
3. Recognise and report on a potential environmental threat
4. Maintain environmental records

- **RTC2704A - Provide basic first aid (10 nominal hours)**

*(This competency standard covers the process of providing first aid in recognising and responding to an emergency using basic life support measures. The first aider is not expected to deal with complex casualties or incidents, but to provide an initial response where the ability to respond positively to emergencies in line with practices actions and demonstrate basic first aid casualty management principles. Providing basic first aid requires knowledge of the use of safe working practices, the emergency network, and first aid casualty management principles. Note: This competency standard can be acquired through completion of St John's Basic Life Support (Level1), the Australian Red Cross' Essential First Aid or other equivalent one-day programs.)*

1. Assess the situation
2. Apply basic first aid techniques

- **RTC2705A - Work effectively in the industry (20 nominal hours)**  
*(This competency standard covers the process of working effectively on an individual basis and with others. It requires the ability to obtain information about the industry, observe employment requirements, accept responsibility for quality of own work, maintain safety of self and others, participate in workplace teams, and follow work schedules. Working effectively in the industry requires knowledge of industry/workplace awards and conditions, employers expectations, relevant legislation and Codes of Practice applying to the industry, OHS policies and procedures, workplace policies and procedures, emergency procedures, organisational structure, and workplace communication channels.)*
  1. Obtain information about the industry
  2. Observe employment requirements
  3. Accept responsibility for quality of own work
  4. Plan own work
  5. Promote workplace co-operation
  6. Contribute to a productive work environment
  7. Undertake an activity to workplace requirements
  
- **RTC2801A - Participate in workplace communications (30 nominal hours)**  
*(This competency standard covers the process of effectively participating in workplace communication. It requires the ability to follow simple spoken messages, perform routine workplace duties, follow simple written notices, obtain and provide information in response to workplace meetings and discussions. Participating in workplace communications requires an understanding of different modes of communication, basic mathematical processes, and knowledge of communication procedures and systems and technology relevant to the enterprise and the individual's work responsibilities.)*
  1. Follow routine spoken messages
  2. Perform workplace duties following routine written notices
  3. Obtain and provide information in response to workplace requirements
  4. Complete relevant work related documents
  5. Participate in workplace meetings and discussions

## Group B elective units

### Working with plants:

- **RTD2004A - Collect, prepare and preserve plant specimens (30 nominal hours)**  
*(This competency standard covers the process of collecting and preserving plant specimens for recording or identification purposes. It requires the ability to collect appropriate plant specimens, prepare and preserve them and to record data. Collecting, preparing and preserving plant specimens requires knowledge of plant lifecycles, plant recognition, simple taxonomic keys, and legislative limitations on the collection of flora including threatened species.)*
  1. Collect specimen
  2. Press plant
  3. Record data
  
- **RTC2005A - Fell small trees (40 nominal hours)**  
*(This competency standard covers the process of small tree felling work where hazards are assessed as low risk. Felling requires assessing conditions and surroundings, and identifying falling requirements, preparing and maintaining felling equipment, bringing the tree down, and completing clean-up operations. Tree felling is usually performed under routine supervision with intermittent checking. Responsibility for some roles and coordination within a team may be required. Competency is demonstrated by the application of knowledge and skills to a range of tree felling tasks and roles usually within established enterprise guidelines.)*
  1. Identify tree felling requirements
  2. Prepare for tree felling
  3. Fell tree

4. Complete tree felling operation
- **RTC2012A - Plant trees and shrubs (20 nominal hours)**  
*(This competency standard covers the manual planting of trees, shrubs and other containerised and bare-rooted plants, and related tasks such as site preparation and pre-planting treatments. It applies to planting activities in parks and gardens, domestic and commercial landscapes, sporting facilities, planting of windbreaks and shelter belts, programmed environmental maintenance, rehabilitation of natural areas, and the reversal of environmental degradation. Work is usually done under routine supervision and with intermittent checking. Competency is demonstrated by the application of knowledge and skills to a range of planting tasks and roles usually within established enterprise guidelines.)*
    1. Prepare for planting operations
    2. Prepare planting site
    3. Prepare trees and shrubs for planting
    4. Install trees, shrubs and/or other plants
    5. Complete planting practices
  - **RTC2016A - Recognise plants (40 nominal hours)**  
*(This competency standard covers the process of recognising plants that are commonly encountered in horticulture or land management situations, Recognising plants is likely to be under routine supervision with intermittent checking by supervisor, requires a knowledge of plant identification techniques, plant nomenclature, enterprise procedures for obtaining and supplying advice and information about plants and enterprise expectations about the range and number of plants to be recognised.)*
    1. Prepare for plant recognition
    2. Recognise specified plants
    3. Complete recognition of plants
  - **RTD2022A - Carry out natural area restoration works (40 nominal hours)**  
*(This competency standard covers the process of carrying out natural area restoration work as part of a team. Natural area restoration is likely to be under routine supervision with intermittent checking. Competency is demonstrated by the application of knowledge and skills to a range of natural area restoration tasks. The work is usually within established routines, methods and procedures.)*
    1. Prepare for natural area restoration works
    2. Apply weed control measures
    3. Prepare the soil for natural area restoration
    4. Replace native vegetation on the natural area restoration site
    5. Complete natural area restoration
  - **RTC2026A - Undertake propagation activities (30 nominal hours)**  
*(This competency standard covers the process of plant propagation undertaken in enterprises involved in plant propagation and production. Competency is demonstrated by the application of knowledge and skills to a range of propagation tasks, such as preparing parent plant stock, collecting propagation materials, pre-planting treatments and basic plant propagation techniques. This unit does not include budding and grafting. The work is carried out within routine methods and procedures under supervision with intermittent checking. Responsibility for some roles and coordination within a team may be required.)*
    1. Prepare for plant propagation
    2. Propagate plants
    3. Complete propagation activities
  - **FPIFGM023A - Store and dispatch seed (10 nominal hours)**  
*(This unit is concerned with storing seed in, and dispatching seed from a seed store. **Suggested Pre-Requisites/Co-Requisites** are: FPIOHS1A – ‘Follow defined Occupational Health & Safety policies and procedures’; FPIG20A – ‘Collect, analyse and organise information - basic’; FPIG22A – ‘Plan to undertake a routine task’; FPIG23A – ‘Plan a complete activity’).*
    1. Store seed for later use
    2. Prepare seed sample for viability testing
    3. Dispatch seed

- **FPIFGM162A - Collect, treat and store seed (20 nominal hours)**  
*(This unit describes the work involved in the collection, treatment and storage of seed from forest species. Suggested Pre-Requisites/Co-Requisites are: FPIOHS1A – ‘Follow defined occupational health and safety policies and procedures; FPIG23A - Plan a complete activity; FPIG41A – ‘Use basic hand held tools’; FPIC2029A – ‘Work within environmental constraints’).*
  1. Prepare to collect seed
  2. Collect seed

*Clean and store seed*
- **MNMOCC638A - Undertake direct seeding (15 nominal hours)**  
*(This unit applies in all contexts to the organisation and direct seeding of a rehabilitation site in the extractive process in the open cut environment. This unit must be read in conjunction with the Core Units)*
  1. Organise for direct seeding
  2. Conduct direct seeding operations
  3. Conduct housekeeping activities

## Working with animals:

- **RTD2101A - Apply animal trapping techniques (40 nominal hours)**  
*(This competency standard covers the process of live trapping and holding, releasing or humanely destroying animals. It requires the ability to prepare baits or lures, lay trails, handle and set traps, handle, transport, release and/or destroy animals. Applying trapping techniques requires knowledge of relevant legislation, animal life cycles and behaviours, trapping and catching equipment and operations, basic animal handling and care, legislation applying to the capture and care of animals, and transportation methods of caught animals.)*
  1. Plan animal capture
  2. Prepare for trapping
  3. Place and set traps
  4. Check and remove traps
  5. Report completion of work
  6. Clean and store equipment and materials
- **RTD2116A - Muster pest animals (40 nominal hours)**  
*(This competency standard covers the process of mustering pest animals. It requires the ability to assess the scope of the mustering job, prepare for mustering, conduct mustering operations, and clean and store equipment and materials. Mustering pest animals requires knowledge of relevant legislation, pest animal life cycles and behaviours, animal welfare, and emergency procedures related to work in isolated and remote areas.)*
  1. Assess the scope of the mustering job
  2. Prepare for mustering
  3. Muster pest animals
  4. Clean and store equipment and materials
- **RTD2125A - Use firearms to humanely destroy animals (40 nominal hours)**  
*(This competency standard covers the process of destroying animals humanely by shooting. It requires the ability to assess and prepare for the shoot, prepare firearms, shoot animals efficiently, and clean and maintain firearms. Shooting animals requires a knowledge of relevant legislation, animal life cycles and behaviours, anatomy and physical features of the animal, firearms safety, suitable firearms and ammunition for given pest problem, animal welfare, and emergency procedures appropriate to the firearms handling. Note: Appropriate firearms licences are required for those involved in training and assessment against this unit of competency.)*
  1. Assess the scope of the shooting job
  2. Prepare for the shooting job
  3. Shoot animals
  4. Clean and store equipment and materials

- **RTD2126A - Recognise animals (40 nominal hours)**

*(This competency standard covers the process of recognising animals that are commonly encountered when undertaking agricultural, horticultural and land management activities. Recognising animals is likely to be under routine supervision with intermittent checking by supervisors, and requires a knowledge of animal identification techniques and nomenclature, enterprise procedures for obtaining and supplying advice and information about animals, and enterprise expectations about the range and number of animals to be recognised.)*

1. Prepare for animal recognition
2. Recognise specified animals
3. Complete identification of animals

## **Construction and maintenance:**

- **RTD2202A - Conduct erosion and sediment control activities (40 nominal hours)**

*(This competency standard covers the process of carrying out erosion and sediment control activities in both urban and rural environments. It requires the ability to identify erosion and sediment control structures, carry out routine work in compliance with control measures, and undertake work in accordance to legislation and community expectation and project specifications. Conducting erosion and sediment control activities requires knowledge of basic issues related to erosion and sedimentation, role of vegetation, characteristics of soils with an emphasis on erosion prone soils, relevant legislation and local environmental parameters.)*

1. Align work site practices with erosion and sediment control principles
2. Implement erosion and sediment control principles in the workplace

- **RTC2203A - Conduct visual inspection of park facilities (20 nominal hours)**

*(This competency standard covers the process of routine visual inspection of park and recreational facilities to identify visible hazards and existing and/or potential risks. Work is likely to be under routine supervision with intermittent checking. Responsibility for some roles and coordination within a team may be required. Inspection at this level is usually carried out according to establish guidelines.)*

1. Prepare for visual inspection
2. Undertake visual inspection
3. Submit report

- **RTD2206A - Install aggregate paths (20 nominal hours)**

*(This competency standard covers the process of installing aggregate paths. It requires the ability to plan and prepare for installation, set out the site for path construction, undertake ground preparation, lay surface aggregate materials and make good the site. Installing aggregate paths requires knowledge of OHS responsibilities, setting out, reading of plans, use of different aggregate materials, tools and equipment used in installation of paths and methods of disposing of soil and waste materials in order to minimise damage to the environment.)*

1. Plan and prepare for installation
2. Set out the site for path construction
3. Undertake ground preparation
4. Lay surface aggregate materials
5. Make good the site

- **RTC2209A - Install, maintain and repair fencing (30 nominal hours)**

*(This competency standard covers the functions required to carry out safe and effective conventional fencing work. Conventional fencing refers to post and wire/wire netting under tension, and can be used for animal control or as a deterrent for people and vehicles. It requires a working knowledge of the uses and structure of a range of fences and fencing materials, equipment and tools. It requires an awareness of workplace safety and environmental practices associated with maintenance activities. The work functions in this standard are likely to be carried out under routine supervision within enterprise guidelines.)*

1. Prepare for fencing work
2. Carry out fence installation, repair and maintenance

3. Complete fencing work
- **RTC2210A - Maintain properties and structures (30 nominal hours)**  
*(This competency standard covers the functions required to maintain and repair properties and structures in a situation that does not require the specialist skills of another trade. It involves the application of basic skills and knowledge to match equipment and materials to job requirements, and select the appropriate tools to carry out repairs. The work is likely to be carried out under routine supervision with intermittent checking usually within a team environment.)*
  1. Identify and confirm maintenance requirements
  2. Select and prepare tools, equipment and materials
  3. Carry out routine maintenance
  4. Complete maintenance activities

## **Machinery and equipment:**

- **RTC2301A - Undertaken operational maintenance of machinery (30 nominal hours)**  
*(This competency standard covers the basic maintenance procedures required to support machinery operations. It involves non-specialist skills to perform basic servicing and repairs on a range of machinery according to scheduled maintenance programs. Competency requires an awareness of workplace safety, and positive environmental practices associated with maintenance activities. The work is likely to be carried out under limited supervision with checking only related to overall progress within established enterprise routines and procedures.)*
  1. Prepare for maintenance
  2. Perform scheduled maintenance
  3. Complete maintenance activities
- **RTC2304A - Operate and maintain chainsaws (40 nominal hours)**  
*(This competency standard covers the maintenance, preparation and operation of hand-held chainsaws in a work environment. It requires the application of skills and knowledge to cross-cut fallen timber using appropriate cutting techniques to maximise volume and quality recovery. It also requires knowledge of licensing and OHS legislative requirements associated with chainsaw operation along with duty of care to self, others and the environment. The work in this standard is likely to be carried out under routine supervision with intermittent checking within enterprise guidelines.)*
  1. Recognise and apply workplace safety procedures
  2. Check and maintain chainsaw
  3. Operate chainsaw
  4. Complete and check chainsaw operation
- **RTC2306A - Operate vehicles (20 nominal hours)**  
*(This competency standard covers the process of maintaining and operating vehicles in a rural, horticultural or land management setting. Competency requires the application of basic driving skills to safely utilise various controls and features of a range of vehicles, and demonstrate safe driving techniques. Competency requires knowledge of legislative requirements with regard to licensing, and an awareness of duty of care to self, others and the environment. The work is likely to be carried out under routine supervision within enterprise guidelines.)*
  1. Prepare vehicle for use
  2. Drive vehicle
  3. Complete and record vehicle operation
- **RTC2307A - Operate machinery and equipment (30 nominal hours)**  
*(This competency standard covers the process of maintaining and operation of machinery and equipment. A practical application of skills and knowledge required to carry out pre-operational checks, calibrate equipment, report faults and maintain operational records. In addition, an awareness of workplace safety and positive environmental practices associated with machinery and equipment operation is essential. The work is likely to be carried out under routine supervision within enterprise guidelines.)*
  1. Prepare machinery and equipment for use

2. Operate machinery and equipment
  3. Check and complete machinery and equipment operation
- **RTC2309A - Operate tractors (30 nominal hours)**  
*(This competency standard covers the operation of tractors with or without attached equipment. It requires the application of skills to safely utilise the various components and controls of tractors, check and confirm operational status, and set and secure equipment for operation. It also requires knowledge of the distinguishing characteristics of individual tractors including rated power, steering systems, and operational complexities. In addition, competence in tractor operation requires an awareness of licencing and legislative requirements, duty of care to self, others and the environment. The work in this standard is likely to be carried out under some supervision with regular checking within enterprise guidelines.)*
    1. Prepare vehicle for operation
    2. Operate tractor
    3. Complete and check tractor operation
  - **RTD2312A - Inspect machinery for plant, animal and soil material (20 nominal hours)**  
*(This competency standard covers the process of formally inspecting machinery for material that may contribute to the spread of weeds, pests or diseases. It requires the ability to prepare for inspection, carry out thorough inspection of equipment, prepare reports and dispose of waste. Inspection is likely to be carried out under routine supervision and may involve operating in a team environment. Inspecting machinery for plant, animal and soil material requires knowledge of machinery and equipment operating features and major components, inspection points and procedures required by legislation, and how weeds, pests or diseases can spread through soil, animal or plant materials)*
    1. Inspect machinery and support vehicles
    2. Inspect other equipment
    3. Report inspection results
  - **RTD2313A - Clean machinery of plant, animal and soil material (20 nominal hours)**  
*(This competency standard covers the process of cleaning machinery of material that may contribute to the spread of weeds, pests or diseases. It requires the ability to prepare for cleaning, carry out thorough cleaning of equipment and the appropriate disposal of waste. Cleaning is likely to be carried out under routine supervision and may involve operating in a team environment. Cleaning machinery of plant, animal and soil material requires knowledge of machinery and equipment operating features and major components, inspection points and procedures required by legislation, and how weeds, pests or diseases can spread through soil, animal or plant materials.)*
    1. Check machinery and support vehicles
    2. Clean machinery and equipment
    3. Complete clearing work

## **Machinery and equipment:**

- **RTC2401A – Treat weeds (40 nominal hours)**  
*(This competency standard covers the process of treating weeds using cultural, biological and chemical methods. Treatment will follow strict work instructions and will be under supervision. Competency involves the application of knowledge and skills in recognising common weeds, monitoring and recording the severity of the weed problem, applying a range of treatments, and recording relevant information.)*
  1. Prepare to treat weeds
  2. Treat weeds
  3. Carry out post treatment operations
- **RTC2404A - Treat plant pests, diseases and disorders (30 nominal hours)**  
*(This competency standard covers the process of treating plant pests, diseases and disorders using cultural, biological and chemical methods. Treatment will follow strict work instructions and will be under supervision. Competency involves the application of knowledge and skills in recognising common plant pests, diseases and disorders, monitoring and recording the severity of the plant pest or disease problem, applying a range of treatments, and recording relevant information.)*

1. Prepare to treat plant pests, diseases and disorders
  2. Apply treatments to plant pests, diseases and disorders
  3. Carry out post treatment operations
- **RTD2405A - Tag and locate judas animals (40 nominal hours)**  
*(This competency standard covers the process of using judas' animals to locate isolated pest animals. It requires the ability to capture and tag judas' animals, operate radio-telemetry equipment, use firearms, administer tranquillising drugs and clean and maintain equipment. Tagging and locating judas' animals requires knowledge of relevant legislation, pest animal life cycles and behaviours, animal welfare and relevant emergency procedures.)*
    1. Prepare for judas' animal operation
    2. Locate isolated herd
    3. Control target species
    4. Clean and store equipment and materials

### **Resource management:**

- **RTD2501A - Maintain cultural places (20 nominal hours)**  
*(This competency standard covers the process of maintaining cultural places as instructed by supervisors. It requires the ability to prepare for maintenance, maintain condition of place and protect cultural places. Maintaining cultural places requires knowledge of maintenance needs for a site, techniques of site protection, range of maintenance works undertaken on cultural sites, requirements of legislation and enterprise in conservation of place and enterprise procedures relating to the reporting of deterioration or damage to place or reporting of incidents. Note: For Indigenous cultural places, the delivery and assessment against this competency standard must comply with community protocols and guidelines and be supported by elders and custodians of country.)*
  1. Assess maintenance work required
  2. Prepare for maintenance
  3. Maintain condition of place
  4. Protect cultural places
- **RTD2502A - Maintain wildlife habitat refuges (nominal hours)**  
*(This competency standard covers the process of maintaining wildlife habitats and refuges to protect desirable animal species from predators. It requires the ability to assess the scope of the refuge maintenance job, prepare for the work, maintain wildlife habitat refuges, and clean and store equipment and materials. Maintaining wildlife habitat refuge for protection of desirable animal species requires knowledge of relevant legislation and regulations, common law principles relating to property, stock, duty of care and due diligence, vertebrate pest life cycles and behaviours, harbours used by vertebrate pests, and harbours used by desirable animal species)*
  1. Assess the scope of the refuge maintenance job
  2. Prepare for the refuge maintenance job
  3. Maintain wildlife habitat refuges for protection of desirable species from predators
  4. Clean and store equipment and materials
- **FPIL2191516A - Reduce wildfire hazards (40 nominal hours)**  
*(This is a unit from the Australian Fire Agencies National Competency Standards, 1994.)*
  1. Identify wildfire hazard reduction needs
  2. Inspect and test installed fire suppression/detection equipment
  3. Carry out wildfire hazard reduction activities
  4. Gather information for the development of plans

- **PUAFIR204A - Respond to wildfire (60 nominal hours)**

*(This unit covers competency for responding to a wildfire when working as a member of a team, under direct supervision.)*

1. Prepare to respond to fire
2. Proceed to fire
3. Obtain and use extinguishing media and equipment
4. Combat wildfire
5. Observe and react to wildfire and weather conditions
6. Participate in mop-up and patrol activities
7. Assist in ancillary operations
8. Recover and store equipment

### Health and safety:

- **RTD2703A - Operate in isolated or remote situations (40 nominal hours)**

*(This competency standard covers the ability to plan, prepare for and work safely in isolated and remote situations. Operating in isolated and remote situations requires knowledge of maps and mapping reading, local topography, nearby inhabitants and locations within that area, survival techniques and human needs relating to survival situations, clothing requirements for sun or heat protection, basic first aid, and the operation of communication equipment and distress signalling.)*

1. Plan for operating in remote environments
2. Prepare for operating in remote environments
3. Prepare for emergency situations
4. Operate in remote environments

- **RTC2706A - Apply chemicals under supervision (30 nominal hours)**

*(This competency standard covers the process of applying chemicals and biological agents for the control of weeds, pests and diseases using workplace specific application equipment. The work function in this standard will be carried out under supervision. A thorough knowledge and the application of safety procedures and regulations when using chemicals is required. NB: This competency standard may be deemed to have a time limit when used as part of an accreditation or licence to purchase or use chemicals.)*

1. Follow instructions to check and maintain application and personal protective equipment
2. Use application and personal protective equipment
3. Apply chemicals
4. Follow instructions to empty and clean equipment and containers according to directions
5. Complete chemical records
6. Transport, handle and store chemicals according to instructions and legislative requirements

### Working with people:

- **RTD2802A - Record information about country (40 nominal hours)**

*(This competency standard covers the process of recording information and knowledge on country - from both an Indigenous and non-Indigenous perspective. It requires the ability to collect and assess information and document information according to community guidelines and protocols. Recording information about country requires knowledge of a designated area and the features of the country, names for plants and animals, and protocols and the customs relating to disclosure of information about country. Note: Delivery and assessment against this competency standard must comply with community protocols and guidelines and be supported by elders and custodians of country.)*

1. Collect information
2. Review changes
3. Document information

- **RTD2803A - Observe and report on plants and/or animals (40 nominal hours)**  
*(This competency standard covers tasks associated with the observation, recording and reporting on the presence of plants and/or animals against criteria provided by a supervisor or as required under legislation or regulations. It requires the ability to plan and organise observations, collect and record information and report data usually under routine supervision. Observing and reporting on plants and animals is likely to be under routine supervision with intermittent checking. Competency involves the application of knowledge and skills to a range of observation and reporting situations usually within established workplace routines.)*
  1. Plan and organise observations
  2. Collect information and record
  3. Report data
- **THTFAT01B - Provide on-site information and assistance (20 nominal hours)**  
*(This unit deals with the skills and knowledge required to access and interpret information on the attraction's current activities, to provide assistance to customers and to promote the attraction's services. This unit applies to operational staff working in attractions but may also be relevant to similar enterprises such as resorts.)*
  1. Access and update attraction/theme park information
  2. Provide assistance and information
- **THTFTG01B - Work as a guide (90 nominal hours)**  
*(This unit deals with the skills and knowledge which underpin effective performance as a guide. It covers key legal, ethical, safety and professional development issues that must be considered by guides in their day-to-day work. As such it underpins all other guiding units.)*
  1. Apply knowledge of the guiding sector
  2. Guide tours according to legal, ethical and safety requirements
  3. Develop guiding skills and knowledge
  4. Communicate with tourism industry operators in English

## **Administration and business:**

- **BSBCM205A - Use business technology (30 nominal hours)**  
*(This Unit covers the skills and knowledge required to select, use and maintain business terminology. This technology includes the effective use of computer software to organise information and data. This unit is related to BSBCM307A 'Maintain business resources')*
  1. Select and use technology
  2. Process and organise data
  3. Maintain technology
- **BSBCM206A - Process and maintain workplace information (30 nominal hours)**  
*(This unit covers the skills and knowledge required to collect, process, store, and maintain workplace information and its systems. It includes the maintenance of filing and record systems. This unit is related to BSBCM305A 'Organise workplace information')*
  1. Collect information
  2. Process workplace information
  3. Maintain information systems
- **PUALAW001A - Protect and preserve incident scene (20 nominal hours)**  
*(This unit covers the competency required, on arrival at the scene of an accident or incident, to conduct initial assessment, take action to maintain public safety and preserve the scene, and note and record details and information. The unit is particularly applicable in cases where organisation personnel are the first to arrive at the scene of an accident or incident)*
  1. Secure and preserve scene
  2. Record and report details of incident scene

**Group C:**

This group includes other units of competency from Conservation and Land Management and/or other Training Packages at nominal AQF Levels 1, 2 & 3. These units must be relevant to work undertaken in Conservation and Land Management.

# RTD20102

## Certificate II in

### Conservation and Land Management

#### (Specialising in Indigenous Land Management)

## Course information and vocational outcomes

This is a nationally accredited course that is designed to provide experience in the Conservation and Land Management industry, specifically in the indigenous land management area. It is intended for those looking into the industry, whether they are adults or school student looking to do a VET course. By completing this course the desired pathway would be for participants to go on and achieve Certificate III in Conservation and Land Management. There is also some scope for undertaking this course as a trainee. This course has a variety of areas specified that the participant may show an inclination to follow.

To get a successful outcome in this course the fifteen units of competence must be undertaken and completed:

- Complete nine units from Group A including compulsory units
- Select and complete four additional units from Groups A and/or B
- Select and complete two additional units from Groups B and/or C

At least 12 of the units of competency presented for this qualification must relate to conservation and land management work procedures, activities or contexts.

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1. Follow workplace procedures for hazard identification and risk control
2. Observe safe practices during work operations
3. Participate in arrangements for maintaining health and safety of all people in the workplace

- **RTC2702A - Observe environmental work practices (20 nominal hours)**

*(This competency standard covers the process of observing and contributing to positive environmental work practices. It requires the ability to follow workplace directions and instructions, recognise basic environmental hazards and threats and communicate accurately with supervisors and workplace colleagues, and keep simple records. Observing environmental work practices requires awareness of relevant environmental legislation, policies and workplace/industry practices, approaches to improving environmental performance and environmental; issues [specially in regard to water catchments, air, noise, ecosystems, habitat, efficient use of resources, sustainability and water minimisation]).*

1. Follow environmental workplace practices
2. Contribute to improved environmental work practices
3. Recognise and report on a potential environmental threat
4. Maintain environmental records

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*(This competency standard covers the process of providing first aid in recognising and responding to an emergency using basic life support measures. The first aider is not expected to deal with complex casualties or incidents, but to provide an initial response where the ability to respond positively to emergencies in line with practices actions and demonstrate basic first aid casualty management principles. Providing basic first aid requires knowledge of the use of safe working practices, the emergency network, and first aid casualty management principles. Note: This competency standard can be acquired through completion of St John's Basic Life Support (Level1), the Australian Red Cross' Essential First Aid or other equivalent one-day programs.)*

1. Assess the situation
2. Apply basic first aid techniques

- **RTC2705A - Work effectively in the industry (20 nominal hours)**  
*(This competency standard covers the process of working effectively on an individual basis and with others. It requires the ability to obtain information about the industry, observe employment requirements, accept responsibility for quality of own work, maintain safety of self and others, participate in workplace teams, and follow work schedules. Working effectively in the industry requires knowledge of industry/workplace awards and conditions, employers expectations, relevant legislation and Codes of Practice applying to the industry, OHS policies and procedures, workplace policies and procedures, emergency procedures, organisational structure, and workplace communication channels.)*
  1. Obtain information about the industry
  2. Observe employment requirements
  3. Accept responsibility for quality of own work
  4. Plan own work
  5. Promote workplace co-operation
  6. Contribute to a productive work environment
  7. Undertake an activity to workplace requirements
  
- **RTC2801A - Participate in workplace communications (30 nominal hours)**  
*(This competency standard covers the process of effectively participating in workplace communication. It requires the ability to follow simple spoken messages, perform routine workplace duties, follow simple written notices, obtain and provide information in response to workplace meetings and discussions. Participating in workplace communications requires an understanding of different modes of communication, basic mathematical processes, and knowledge of communication procedures and systems and technology relevant to the enterprise and the individual's work responsibilities.)*
  1. Follow routine spoken messages
  2. Perform workplace duties following routine written notices
  3. Obtain and provide information in response to workplace requirements
  4. Complete relevant work related documents
  5. Participate in workplace meetings and discussions

## Group A elective units:

- **FPIFGM162A - Collect, treat and store seed (20 nominal hours)**  
*(This unit describes the work involved in the collection, treatment and storage of seed from forest species. Suggested Pre-Requisites/Co-Requisites: FPIOHS1A - Follow defined occupational health and safety policies and procedures; FPIG23A - Plan a complete activity; FPIG41A - Use basic hand held tools; FPIC2029A - Work within environmental constraints.)*
  1. Prepare to collect seed
  2. Collect seed
  3. Clean and store seed
  
- **RTC2012A - Plant trees and shrubs (20 nominal hours)**  
*(This competency standard covers the manual planting of trees, shrubs and other containerised and bare-rooted plants, and related tasks such as site preparation and pre-planting treatments. It applies to planting activities in parks and gardens, domestic and commercial landscapes, sporting facilities, planting of windbreaks and shelter belts, programmed environmental maintenance, rehabilitation of natural areas, and the reversal of environmental degradation. Work is usually done under routine supervision and with intermittent checking. Competency is demonstrated by the application of knowledge and skills to a range of planting tasks and roles usually within established enterprise guidelines.)*
  1. Prepare for planting operations
  2. Prepare planting site
  3. Prepare trees and shrubs for planting
  4. Install trees, shrubs and/or other plants
  5. Complete planting practices

- **RTC2016A - Recognise plants (40 nominal hours)**  
*(This competency standard covers the process of recognising plants that are commonly encountered in horticulture or land management situations, Recognising plants is likely to under routine supervision with intermittent checking by supervisor, requires a knowledge of plant identification techniques, plant nomenclature, enterprise procedures for obtaining and supplying advice and information about plants and enterprise expectations about the range and number of plants to be recognised.)*

  1. Prepare for plant recognition
  2. Recognise specified plants
  3. Complete recognition of plants
  
- **RTD2022A - Carry out natural area restoration works (40 nominal hours)**  
*(This competency standard covers the process of carrying out natural area restoration work as part of a team. Natural area restoration is likely to be under routine supervision with intermittent checking. Competency is demonstrated by the application of knowledge and skills to a range of natural area restoration tasks. The work is usually within established routines, methods and procedures.)*

  1. Prepare for natural area restoration works
  2. Apply weed control measures
  3. Prepare the soil for natural area restoration
  4. Replace native vegetation on the natural area restoration site
  5. Complete natural area restoration
  
- **RTC2026A - Undertake propagation activities (30 nominal hours)**  
*(This competency standard covers the process of plant propagation undertaken in enterprises involved in plant propagation and production. Competency is demonstrated by the application of knowledge and skills to a range of propagation tasks, such as preparing parent plant stock, collecting propagation materials, pre-planting treatments and basic plant propagation techniques. This unit does not include budding and grafting. The work is carried out within routine methods and procedures under supervision with intermittent checking. Responsibility for some roles and coordination within a team may be required.)*

  1. Prepare for plant propagation
  2. Propagate plants
  3. Complete propagation activities
  
- **RTC2209A - Install, maintain and repair fencing (30 nominal hours)**  
*(This competency standard covers the functions required to carry out safe and effective conventional fencing work. Conventional fencing refers to post and wire/wire netting under tension, and can be used for animal control or as a deterrent for people and vehicles. It requires a working knowledge of the uses and structure of a range of fences and fencing materials, equipment and tools. It requires an awareness of workplace safety and environmental practices associated with maintenance activities. The work functions in this standard are likely to be carried out under routine supervision within enterprise guidelines.)*

  1. Prepare for fencing work
  2. Carry out fence installation, repair and maintenance
  3. Complete fencing work
  
- **RTC2210A - Maintain properties and structures (30 nominal hours)**  
*(This competency standard covers the functions required to maintain and repair properties and structures in a situation that does not required the specialist skills of another trade. It involves the application of basic skills and knowledge to match equipment and materials to job requirements, and select the appropriate tools to carry out repairs. The work is likely to be carried out under routine supervision with intermittent checking usually within a team environment.)*

  1. Identify and confirm maintenance requirements
  2. Select and prepare tools, equipment and materials
  3. Carry out routine maintenance
  4. Complete maintenance activities

- **RTC2301A - Undertaken operational maintenance of machinery (30 nominal hours)**  
*(This competency standard covers the basic maintenance procedures required to support machinery operations. It involves non-specialist skills to perform basic servicing and repairs on a range of machinery according to scheduled maintenance programs. Competency requires an awareness of workplace safety, and positive environmental practices associated with maintenance activities. The work is likely to be carried out under limited supervision with checking only related to overall progress within established enterprise routines and procedures.)*

  1. Prepare for maintenance
  2. Perform scheduled maintenance
  3. Complete maintenance activities
  
- **RTC2307A - Operate machinery and equipment (30 nominal hours)**  
*(This competency standard covers the process of maintaining and operation of machinery and equipment. A practical application of skills and knowledge required to carry out pre-operational checks, calibrate equipment, reports faults and maintain operational records. In addition, an awareness of workplace safety and positive environmental practices associated with machinery and equipment operation is essential. The work is likely to be carried out under routine supervision within enterprise guidelines.)*

  1. Prepare machinery and equipment for use
  2. Operate machinery and equipment
  3. Check and complete machinery and equipment operation
  
- **RTD2501A - Maintain cultural places (20 nominal hours)**  
*(This competency standard covers the process of maintaining cultural places as instructed by supervisors. It requires the ability to prepare for maintenance, maintain condition of place and protect cultural places. Maintaining cultural places requires knowledge of maintenance needs for a site, techniques of site protection, range of maintenance works undertaken on cultural sites, requirements of legislation and enterprise in conservation of place and enterprise procedures relating to the reporting of deterioration or damage to place or reporting of incidents. Note: For Indigenous cultural places, the delivery and assessment against this competency standard must comply with community protocols and guidelines and be supported by elders and custodians of country.)*

  1. Assess maintenance work required
  2. Prepare for maintenance
  3. Maintain condition of place
  4. Protect cultural places
  
- **RTD2802A - Record information about country (40 nominal hours)**  
*(This competency standard covers the process of recording information and knowledge on country - from both an Indigenous and non-Indigenous perspective. It requires the ability to collect and assess information and document information according to community guidelines and protocols. Recording information about country requires knowledge of a designated area and the features of the country, names for plants and animals, and protocols and the customs relating to disclosure of information about country. Note: Delivery and assessment against this competency standard must comply with community protocols and guidelines and be supported by elders and custodians of country.)*

  1. Collect information
  2. Review changes
  3. Document information

## Group B elective units:

- **FPIFGM139A - Operate 4x4 vehicle in off-road conditions (40 nominal hours)**  
*(This unit describes the operation of 4x4 vehicles (e.g. cars, trucks, utilities) in a range of off-road and adverse conditions. **Suggested Pre-Requisites/Co-Requisites:** FPIOHS1A - Follow defined Occupational Health & Safety policies and procedures; FPIG20A Collect, analyse and organise information – basic; FPIG29A Solve problems in the workplace – advanced; FPIC2029A Work within environmental constraints.)*

  1. Operate vehicles
  2. Operate vehicle on, or across, a slope
  3. Operate vehicle ascending a steep slope including stall recovery
  4. Operate vehicle descending a steep slope including stall recovery
  5. Operate jack
  6. Operate vehicle in rugged terrain
  
- **RTD2101A - Apply animal trapping techniques (40 nominal hours)**  
*(This competency standard covers the process of live trapping and holding, releasing or humanely destroying animals. It requires the ability to prepare baits or lures, lay trails, handle and set traps, handle, transport, release and/or destroy animals. Applying trapping techniques requires knowledge of relevant legislation, animal life cycles and behaviours, trapping and catching equipment and operations, basic animal handling and care, legislation applying to the capture and care of animals, and transportation methods of caught animals.)*

  1. Plan animal capture
  2. Prepare for trapping
  3. Place and set traps
  4. Check and remove traps
  5. Report completion of work
  6. Clean and store equipment and materials
  
- **RTD2206A - Install aggregate paths (20 nominal hours)**  
*(This competency standard covers the process of installing aggregate paths. It requires the ability to plan and prepare for installation, set out the site for path construction, undertake ground preparation, lay surface aggregate materials and make good the site. Installing aggregate paths requires knowledge of OHS responsibilities, setting out, reading of plans, use of different aggregate materials, tools and equipment used in installation of paths and methods of disposing of soil and waste materials in order to minimise damage to the environment.)*

  1. Plan and prepare for installation
  2. Set out the path for site construction
  3. Undertake ground preparation
  4. Lay surface aggregate materials
  5. Make the site good
  
- **RTC2304A - Operate and maintain chainsaws (40 nominal hours)**  
*(This competency standard covers the maintenance, preparation and operation of hand-held chainsaws in a work environment. It requires the application of skills and knowledge to cross-cut fallen timber using appropriate cutting techniques to maximise volume and quality recovery. It also requires knowledge of licensing and OHS legislative requirements associated with chainsaw operation along with duty of care to self, others and the environment. The work in this standard is likely to be carried out under routine supervision with intermittent checking within enterprise guidelines.)*

  1. Recognise and apply workplace safety procedures
  2. Check and maintain chainsaw
  3. Operate chainsaw
  4. Complete and check chainsaw operation

- **RTC2306A - Operate vehicles (20 nominal hours)**  
*(This competency standard covers the process of maintaining and operating vehicles in a rural, horticultural or land management setting. Competency requires the application of basic driving skills to safely utilise various controls and features of a range of vehicles, and demonstrate safe driving techniques. Competency requires knowledge of legislative requirements with regard to licencing, and an awareness of duty of care to self, others and the environment. The work is likely to be carried out under routine supervision within enterprise guidelines.)*

  1. Prepare vehicle for use
  2. Drive vehicle
  3. Complete and record vehicle operation
  
- **RTC2309A - Operate tractors (30 nominal hours)**  
*(This competency standard covers the operation of tractors with or without attached equipment. It requires the application of skills to safely utilise the various components and controls of tractors, check and confirm operational status, and set and secure equipment for operation. It also requires knowledge of the distinguishing characteristics of individual tractors including rated power, steering systems, and operational complexities. In addition, competence in tractor operation requires an awareness of licencing and legislative requirements, duty of care to self, others and the environment. The work in this standard is likely to be carried out under some supervision with regular checking within enterprise guidelines.)*

  1. Prepare vehicle for operation
  2. Operate tractor
  3. Complete and check tractor operation
  
- **RTC2401A - Treat weeds (40 nominal hours)**  
*(This competency standard covers the process of treating weeds using cultural, biological and chemical methods. Treatment follows strict work instructions and will be under supervision. Competency involves the application of knowledge and skills in recognising common weeds, monitoring and recording the severity of the weed problem, applying a range of treatments, and recording relevant information.)*

  1. Prepare to treat weeds
  2. Treat weeds
  3. Carry out post treatment operations
  
- **RTD2703A - Operate in isolated and remote situations (40 nominal hours)**  
*(This competency standard covers the ability to plan, prepare for and work safely in isolated and remote situations. Operating in isolated and remote situations requires knowledge of maps and mapping reading, local topography, nearby inhabitants and locations within that area, survival techniques and human needs relating to survival situations, clothing requirements for sun or heat protection, basic first aid, and the operation of communication equipment and distress signalling.)*

  1. Plan for operating in remote environments
  2. Prepare for operating in remote environments
  3. Prepare for emergency situations
  4. Operate in remote environments
  
- **RTC2706A - Apply chemicals under supervision (30 nominal hours)**  
*(This competency standard covers the process of applying chemicals and biological agents for the control of weeds, pests and diseases using workplace specific application equipment. The work function in this standard will be carried out under supervision. A thorough knowledge and the application of safety procedures and regulations when using chemicals is required. NB: This competency standard may be deemed to have a time limit when used as part of an accreditation or licence to purchase or use chemicals.)*

  1. Follow instructions to check and maintain application and personal protective equipment
  2. Use application and personal protective equipment
  3. Apply chemicals
  4. Follow instructions to empty and clean equipment and containers according to directions
  5. Complete chemical records
  6. Transport, handle and store chemicals according to instructions and legislative requirements

- **RTD2803A - Observe and report on plants and/or animals (40 nominal hours)**  
*(This competency standard covers tasks associated with the observation, recording and reporting on the presence of plants and/or animals against criteria provided by a supervisor or as required under legislation or regulations. It requires the ability to plan and organise observations, collect and record information and report data usually under routine supervision. Observing and reporting on plants and animals is likely to be under routine supervision with intermittent checking. Competency involves the application of knowledge and skills to a range of observation and reporting situations usually within established workplace routines.)*
  1. Plan and organise observations
  2. Collect information and record
  3. Report data
  
- **SFISHIP206A - Operate a small vessel (40 nominal hours)**  
*(This unit involves preparing, operating, maintaining, storing and securing small vessels within range of ready assistance and isolated from heavy boating traffic and navigational hazards. The operation is restricted to the basic use, manoeuvring and loading of the vessel, but not the interaction of the vessel with boat traffic or other hazards. To assume control of an outboard powered dinghy, competence must be demonstrated in the unit SFISHIP207A Operate and maintain outboard motors.)*
  1. Prepare the small vessel for use
  2. Operate and maintain a small vessel
  3. Store and secure a small vessel and equipment
  
- **THTFAT01B - Provide on-site information and assistance (20 nominal hours)**  
*(This unit deals with the skills and knowledge required to access and interpret information on the attraction's current activities, to provide assistance to customers and to promote the attraction's services. This unit applies to operational staff working in attractions but may also be relevant to similar enterprises such as resorts.)*
  1. Access and update attraction/theme park information
  2. Provide assistance and information
  
- **THTFTG01B - Work as a guide (90 nominal hours)**  
*(This unit deals with the skills and knowledge which underpin effective performance as a guide. It covers key legal, ethical, safety and professional development issues that must be considered by guides in their day-to-day work. As such it underpins all other guiding units.)*
  1. Apply knowledge of the guiding sector
  2. Guide tours according to legal, ethical and safety requirements
  3. Develop guiding skills and knowledge
  4. Communicate with tourism industry operators in English

## Group C:

This group includes other units of competency from Conservation and Land Management and/or other Training Packages at nominal AQF Levels 1, 2 & 3. These units must be relevant to work undertaken in Conservation and Land Management

# **RTD20102**

## **Certificate II in**

### **Conservation and Land Management**

#### **(Specialising in Lands, Parks and Wildlife)**

## **Course information and vocational outcomes**

This is a nationally accredited course that is designed to provide experience in the Conservation and Land Management industry, specifically in the lands, parks and wildlife area. It is intended for those looking into the industry, whether they are adults or school student looking to do a VET course. By completing this course the desired pathway would be for participants to go on and achieve Certificate III in Conservation and Land Management. There is also some scope for undertaking this course as a trainee. This course has a variety of areas specified that the participant may show an inclination to follow.

To get a successful outcome in this course the fifteen units of competence must be undertaken and completed:

- Complete nine units from Group A including compulsory units
- Select and complete four additional units from Groups A and/or B
- Select and complete two additional units from Groups B and/or C

At least 12 of the units of competency presented for this qualification must relate to conservation and land management work procedures, activities or contexts.

The nominal hours for this course vary between 425 and 490 nominal hours depending on the selection of units chosen

This course carries with it a Nationally Recognised Certificate.

## Course content

### Group A compulsory units:

- **RTC2701A - Follow OHS procedures (20 nominal hours)**

*(This competency standard covers the process of following enterprise Occupational Health and Safety (OHS) policies and procedures. It requires the ability to comply with workplace procedures in hazards identification and risk control, observe safe practices during work operations, and participate in arrangements for maintaining health and safety of all people in the workplace. Following OHS policies and procedures requires knowledge of employee and employer responsibilities under OHS Act, enterprise procedures relating to hazards, fires, emergencies, accidents and risk control, and OHS signs and symbols relevant to area of work. Note: This unit is based on the national guidelines for integrating OHS competencies into national industry Competency Standards.)*

1. Follow workplace procedures for hazard identification and risk control
2. Observe safe practices during work operations
3. Participate in arrangements for maintaining health and safety of all people in the workplace

- **RTC2702A - Observe environmental work practices (20 nominal hours)**

*(This competency standard covers the process of observing and contributing to positive environmental work practices. It requires the ability to follow workplace directions and instructions, recognise basic environmental hazards and threats and communicate accurately with supervisors and workplace colleagues, and keep simple records. Observing environmental work practices requires awareness of relevant environmental legislation, policies and workplace/industry practices, approaches to improving environmental performance and environmental issues [specially in regard to water catchments, air, noise, ecosystems, habitat, efficient use of resources, sustainability and water minimisation]).*

1. Follow environmental workplace practices
2. Contribute to improved environmental work practices
3. Recognise and report on a potential environmental threat
4. Maintain environmental records

- **RTC2704A - Provide basic first aid (10 nominal hours)**

*(This competency standard covers the process of providing first aid in recognising and responding to an emergency using basic life support measures. The first aider is not expected to deal with complex casualties or incidents, but to provide an initial response where the ability to respond positively to emergencies in line with practices actions and demonstrate basic first aid casualty management principles. Providing basic first aid requires knowledge of the use of safe working practices, the emergency network, and first aid casualty management principles. Note: This competency standard can be acquired through completion of St John's Basic Life Support (Level1), the Australian Red Cross' Essential First Aid or other equivalent one-day programs.)*

1. Assess the situation
2. Apply basic first aid techniques

- **RTC2705A - Work effectively in the industry (20 nominal hours)**  
*(This competency standard covers the process of working effectively on an individual basis and with others. It requires the ability to obtain information about the industry, observe employment requirements, accept responsibility for quality of own work, maintain safety of self and others, participate in workplace teams, and follow work schedules. Working effectively in the industry requires knowledge of industry/workplace awards and conditions, employers expectations, relevant legislation and Codes of Practice applying to the industry, OHS policies and procedures, workplace policies and procedures, emergency procedures, organisational structure, and workplace communication channels.)*
  1. Obtain information about the industry
  2. Observe employment requirements
  3. Accept responsibility for quality of own work
  4. Plan own work
  5. Promote workplace co-operation
  6. Contribute to a productive work environment
  7. Undertake an activity to workplace requirements
  
- **RTC2801A - Participate in workplace communications (30 nominal hours)**  
*(This competency standard covers the process of effectively participating in workplace communication. It requires the ability to follow simple spoken messages, perform routine workplace duties, follow simple written notices, obtain and provide information in response to workplace meetings and discussions. Participating in workplace communications requires an understanding of different modes of communication, basic mathematical processes, and knowledge of communication procedures and systems and technology relevant to the enterprise and the individual's work responsibilities.)*
  1. Follow routine spoken messages
  2. Perform workplace duties following routine written notices
  3. Obtain and provide information in response to workplace requirements
  4. Complete relevant work related documents
  5. Participate in workplace meetings and discussions

## Group A elective units:

- **FPIFGM139A - Operate 4x4 vehicle in off-road conditions (40 nominal hours)**  
*(This unit describes the operation of 4x4 vehicles (e.g. cars, trucks, utilities) in a range of off-road and adverse conditions. **Suggested pre-requisites/co-requisites:** FPIOHS1A 'Follow defined Occupational Health & Safety policies and Procedures'; FPIG20A 'Collect, analyse and organise information – basic'; FPIG29A 'Solve problems in the workplace – advanced'; FPIC2029A 'Work within environmental constraints'.)*
  1. Operate vehicles
  2. Operate vehicles on, or across, a slope
  3. Operate vehicle ascending a steep slope including stall recovery
  4. Operate vehicle descending a steep slope including stall recovery
  5. Operate jack
  6. Operate vehicle in rugged terrain
  
- **RTD2022A - Carry out natural area restoration works (40 nominal hours)**  
*(This competency standard covers the process of carrying out natural area restoration work as part of a team. Natural area restoration is likely to be under routine supervision with intermittent checking. Competency is demonstrated by the application of knowledge and skills to a range of natural area restoration tasks. The work is usually within established routines, methods and procedures.)*
  1. Prepare for natural area restoration works
  2. Apply weed control measures
  3. Prepare the soil for natural area restoration
  4. Replace native vegetation on the natural area restoration site
  5. Complete natural area restoration

- **RTC2203A - Conduct visual inspection of park facilities (20 nominal hours)**  
*(This competency standard covers the process of routine visual inspection of park and recreational facilities to identify visible hazards and existing and/or potential risks. Work is likely to be under routine supervision with intermittent checking. Responsibility for some roles and coordination within a team may be required. Inspection at this level is usually carried out according to establish guidelines.)*

  1. Prepare for visual inspections
  2. Undertake visual inspection
  3. Submit report
  
- **RTC2210A - Maintain properties and structures (30 nominal hours)**  
*(This competency standard covers the functions required to maintain and repair properties and structures in a situation that does not required the specialist skills of another trade. It involves the application of basic skills and knowledge to match equipment and materials to job requirements, and select the appropriate tools to carry out repairs. The work is likely to be carried out under routine supervision with intermittent checking usually within a team environment.)*

  1. Identify and confirm maintenance requirements
  2. Select and prepare tools, equipment and materials
  3. Carry out routine maintenance
  4. Complete maintenance activities
  
- **RTC2306A - Operate vehicles (20 nominal hours)**  
*(This competency standard covers the process of maintaining and operating vehicles in a rural, horticultural or land management setting. Competency requires the application of basic driving skills to safely utilise various controls and features of a range of vehicles, and demonstrate safe driving techniques. Competency requires knowledge of legislative requirements with regard to licencing, and an awareness of duty of care to self, others and the environment. The work is likely to be carried out under routine supervision within enterprise guidelines.)*

  1. Prepare vehicle for use
  2. Drive vehicle
  3. Complete and record vehicle operation
  
- **RTC2401A - Treat weeds (40 nominal hours)**  
*(This competency standard covers the process of treating weeds using cultural, biological and chemical methods. Treatment follows strict work instructions and will be under supervision. Competency involves the application of knowledge and skills in recognising common weeds, monitoring and recording the severity of the weed problem, applying a range of treatments, and recording relevant information.)*

  1. Prepare to treat weeds
  2. Treat weeds
  3. Carry out post treatment operations
  
- **RTD2703A - Operate in isolated and remote situations (40 nominal hours)**  
*(This competency standard covers the ability to plan, prepare for and work safely in isolated and remote situations. Operating in isolated and remote situations requires knowledge of maps and mapping reading, local topography, nearby inhabitants and locations within that area, survival techniques and human needs relating to survival situations, clothing requirements for sun or heat protection, basic first aid, and the operation of communication equipment and distress signalling.)*

  1. Plan for operating in remote environments
  2. Prepare for operating in remote environments
  3. Prepare for emergency situations
  4. Operate in remote environments

## Group B elective units:

- **FPIL2191516A - Reduce wildfire hazards (40 nominal hours)**  
*(This is a unit from the Australian Fire Agencies National Competency Standards, 1994.)*
  1. Identify wildfire hazard reduction needs
  2. Inspect and test installed fire suppression/detection equipment
  3. Carry out wildfire hazard reduction activities
  4. Gather information for the development of plans
  
- **PUAFIR204A - Respond to wildfire (60 nominal hours)**  
*(This unit covers competency for responding to a wildfire when working as a member of a team, under direct supervision.)*
  1. Prepare to respond to fire
  2. Proceed to fire
  3. Obtain and use extinguishing media and equipment
  4. Combat wildfire
  5. Observe and react to wildfire and weather conditions
  6. Participate in mop-up and patrol activities
  7. Assist in ancillary operations
  8. Recover and store equipment
  
- **PUALAW001A - Protect and preserve incident scene (20 nominal hours)**  
*(This unit covers the competency required, on arrival at the scene of an accident or incident, to conduct initial assessment, take action to maintain public safety and preserve the scene, and note and record details and information. The unit is particularly applicable in cases where organisation personnel are the first to arrive at the scene of an accident or incident.)*
  1. Secure and preserve scene
  2. Record and report details of incident scene
  
- **RTC2012A - Plant trees and shrubs (20 nominal hours)**  
*(This competency standard covers the manual planting of trees, shrubs and other containerised and bare-rooted plants, and related tasks such as site preparation and pre-planting treatments. It applies to planting activities in parks and gardens, domestic and commercial landscapes, sporting facilities, planting of windbreaks and shelter belts, programmed environmental maintenance, rehabilitation of natural areas, and the reversal of environmental degradation. Work is usually done under routine supervision and with intermittent checking. Competency is demonstrated by the application of knowledge and skills to a range of planting tasks and roles usually within established enterprise guidelines.)*
  1. Prepare for planting operations
  2. Prepare planting site
  3. Prepare trees and shrubs for planting
  4. Install trees, shrubs and/or other plants
  5. Complete planting practices
  
- **RTC2016A - Recognise plants (40 nominal hours)**  
*(This competency standard covers the process of recognising plants that are commonly encountered in horticulture or land management situations, Recognising plants is likely to under routine supervision with intermittent checking by supervisor, requires a knowledge of plant identification techniques, plant nomenclature, enterprise procedures for obtaining and supplying advice and information about plants and enterprise expectations about the range and number of plants to be recognised.)*
  1. Prepare for plant recognition
  2. Recognise specified plants
  3. Complete recognition of plants

- **RTD2126A - Recognise animals (40 nominal hours)**  
*(This competency standard covers the process of recognising animals that are commonly encountered when undertaking agricultural, horticultural and land management activities. Recognising animals is likely to be under routine supervision with intermittent checking by supervisors, and requires a knowledge of animal identification techniques and nomenclature, enterprise procedures for obtaining and supplying advice and information about animals, and enterprise expectations about the range and number of animals to be recognised.)*

  1. Prepare for animal recognition
  2. Recognise specified animals
  3. Complete identification of animals
  
- **RTD2206A - Install aggregate paths (20 nominal hours)**  
*(This competency standard covers the process of installing aggregate paths. It requires the ability to plan and prepare for installation, set out the site for path construction, undertake ground preparation, lay surface aggregate materials and make good the site. Installing aggregate paths requires knowledge of OHS responsibilities, setting out, reading of plans, use of different aggregate materials, tools and equipment used in installation of paths and methods of disposing of soil and waste materials in order to minimise damage to the environment.)*

  1. Plan and prepare for installation
  2. Set out the site for path construction
  3. Undertake ground preparation
  4. Lay surface aggregate materials
  5. Make good the site
  
- **RTC2209A - Install, maintain and repair fencing (30 nominal hours)**  
*(This competency standard covers the functions required to carry out safe and effective conventional fencing work. Conventional fencing refers to post and wire/wire netting under tension, and can be used for animal control or as a deterrent for people and vehicles. It requires a working knowledge of the uses and structure of a range of fences and fencing materials, equipment and tools. It requires an awareness of workplace safety and environmental practices associated with maintenance activities. The work functions in this standard are likely to be carried out under routine supervision within enterprise guidelines.)*

  1. Prepare for fencing work
  2. Carry out fence installation, repair and maintenance
  3. Complete fencing work
  
- **RTC2301A - Undertaken operational maintenance of machinery (30 nominal hours)**  
*(This competency standard covers the basic maintenance procedures required to support machinery operations. It involves non-specialist skills to perform basic servicing and repairs on a range of machinery according to scheduled maintenance programs. Competency requires an awareness of workplace safety, and positive environmental practices associated with maintenance activities. The work is likely to be carried out under limited supervision with checking only related to overall progress within established enterprise routines and procedures.)*

  1. Prepare for maintenance
  2. Perform scheduled maintenance
  3. Complete maintenance activities

- **RTC2304A - Operate and maintain chainsaws (40 nominal hours)**  
*(This competency standard covers the maintenance, preparation and operation of hand-held chainsaws in a work environment. It requires the application of skills and knowledge to cross-cut fallen timber using appropriate cutting techniques to maximise volume and quality recovery. It also requires knowledge of licensing and OHS legislative requirements associated with chainsaw operation along with duty of care to self, others and the environment. The work in this standard is likely to be carried out under routine supervision with intermittent checking within enterprise guidelines.)*

  1. Recognise and apply workplace safety procedures
  2. Check and maintain chainsaw
  3. Operate chainsaw
  4. Complete and check chainsaw operation
  
- **RTC2307A - Operate machinery and equipment (30 nominal hours)**  
*(This competency standard covers the process of maintaining and operation of machinery and equipment. A practical application of skills and knowledge required to carry out pre-operational checks, calibrate equipment, reports faults and maintain operational records. In addition, an awareness of workplace safety and positive environmental practices associated with machinery and equipment operation is essential. The work is likely to be carried out under routine supervision within enterprise guidelines.)*

  1. Prepare machinery and equipment for use
  2. Operate machinery and equipment
  3. Check and complete machinery and equipment operation
  
- **RTC2309A - Operate tractors (30 nominal hours)**  
*(This competency standard covers the operation of tractors with or without attached equipment. It requires the application of skills to safely utilise the various components and controls of tractors, check and confirm operational status, and set and secure equipment for operation. It also requires knowledge of the distinguishing characteristics of individual tractors including rated power, steering systems, and operational complexities. In addition, competence in tractor operation requires an awareness of licensing and legislative requirements, duty of care to self, others and the environment. The work in this standard is likely to be carried out under some supervision with regular checking within enterprise guidelines.)*

  1. Prepare vehicle for operation
  2. Operate tractor
  3. Complete and check tractor operation
  
- **RTC2404A - Treat plant pests, diseases and disorders (30 nominal hours)**  
*(This competency standard covers the process of treating plants pests, diseases and disorders using cultural, biological and chemical methods. Treatment follows strict work instructions and will be under supervision. Competency involves the application of knowledge and skills in recognising common plant pests, diseases and disorders, monitoring and recording the severity of the plant pest or disease problem, applying a range of treatments, and recording relevant information.)*

  1. Prepare to treat plant pests, diseases and disorders
  2. Apply treatments to plant pests, diseases and disorders
  3. Carry out post treatment operations

- **RTD2501A - Maintain cultural places (20 nominal hours)**  
*(This competency standard covers the process of maintaining cultural places as instructed by supervisors. It requires the ability to prepare for maintenance, maintain condition of place and protect cultural places. Maintaining cultural places requires knowledge of maintenance needs for a site, techniques of site protection, range of maintenance works undertaken on cultural sites, requirements of legislation and enterprise in conservation of place and enterprise procedures relating to the reporting of deterioration or damage to place or reporting of incidents. Note: For Indigenous cultural places, the delivery and assessment against this competency standard must comply with community protocols and guidelines and be supported by elders and custodians of country.)*

  1. Assess maintenance work required
  2. Prepare for maintenance
  3. Maintain condition of place
  4. Protect cultural places
  
- **RTC2706A - Apply chemicals under supervision (30 nominal hours)**  
*(This competency standard covers the process of applying chemicals and biological agents for the control of weeds, pests and diseases using workplace specific application equipment. The work function in this standard will be carried out under supervision. A thorough knowledge and the application of safety procedures and regulations when using chemicals is required. NB: This competency standard may be deemed to have a time limit when used as part of an accreditation or licence to purchase or use chemicals.)*

  1. Follow instructions to check and maintain application and personal protective equipment
  2. Use application and personal protective equipment
  3. Apply chemicals
  4. Follow instructions to empty and clean equipment and containers according to directions
  5. Complete chemical records
  6. Transport, handle and store chemicals according to instructions and legislative requirements
  
- **RTD2803A - Observe and report on plants and/or animals (40 nominal hours)**  
*(This competency standard covers tasks associated with the observation, recording and reporting on the presence of plants and/or animals against criteria provided by a supervisor or as required under legislation or regulations. It requires the ability to plan and organise observations, collect and record information and report data usually under routine supervision. Observing and reporting on plants and animals is likely to be under routine supervision with intermittent checking. Competency involves the application of knowledge and skills to a range of observation and reporting situations usually within established workplace routines.)*

  1. Plan and organise observations
  2. Collect information and record
  3. Report data
  
- **SFISHIP206A - Operate a small vessel ( nominal hours)**  
*(This unit involves preparing, operating, maintaining, storing and securing small vessels within range of ready assistance and isolated from heavy boating traffic and navigational hazards. The operation is restricted to the basic use, manoeuvring and loading of the vessel, but not the interaction of the vessel with boat traffic or other hazards. To assume control of an outboard powered dinghy, competence must be demonstrated in the unit SFISHIP207A Operate and maintain outboard motors.)*

  1. Prepare the small vessel for use
  2. Operate and maintain a small vessel
  3. Store and secure a small vessel and equipment
  
- **THTFAT01B - Provide on-site information and assistance (20 nominal hours)**  
*(This unit deals with the skills and knowledge required to access and interpret information on the attraction's current activities, to provide assistance to customers and to promote the attraction's services. This unit applies to operational staff working in attractions but may also be relevant to similar enterprises such as resorts.)*

  1. Access and update attraction/theme park information

2. Provide assistance and information
- **THTFTG01B - Work as a guide (90 nominal hours)**  
*(This unit deals with the skills and knowledge which underpin effective performance as a guide. It covers key legal, ethical, safety and professional development issues that must be considered by guides in their day-to-day work. As such it underpins all other guiding units.)*
  1. Apply knowledge of the guiding sector
  2. Guide tours according to legal, ethical and safety requirements
  3. Develop guiding skills and knowledge
  4. Communicate with tourism industry operators in English

### **Group C:**

This group includes other units of competency from Conservation and Land Management and/or other Training Packages at nominal AQF Levels 1, 2 & 3. These units must be relevant to work undertaken in Conservation and Land Management

# **RTD20102**

## **Certificate II in**

### **Conservation and Land Management**

#### **(Specialising in Natural Area Restoration and Management)**

### **Course information and vocational outcomes**

This is a nationally accredited course that is designed to provide experience in the Conservation and Land Management industry, specifically in the lands, parks and wildlife area. It is intended for those looking into the industry, whether they are adults or school student looking to do a VET course. By completing this course the desired pathway would be for participants to go on and achieve Certificate III in Conservation and Land Management. There is also some scope for undertaking this course as a trainee. This course has a variety of areas specified that the participant may show an inclination to follow.

To get a successful outcome in this course the fifteen units of competence must be undertaken and completed:

- Complete nine units from Group A including compulsory units
- Select and complete four additional units from Groups A and/or B
- Select and complete two additional units from Groups B and/or C

At least twelve of the units of competency presented for this qualification must relate to conservation and land management work procedures, activities or contexts.

The nominal hours for this course vary between 425 and 490 nominal hours depending on the selection of units chosen

This course carries with it a Nationally Recognised Certificate.

## Course content

### Group A compulsory units:

- **RTC2701A - Follow OHS procedures (20 nominal hours)**

*(This competency standard covers the process of following enterprise Occupational Health and Safety (OHS) policies and procedures. It requires the ability to comply with workplace procedures in hazards identification and risk control, observe safe practices during work operations, and participate in arrangements for maintaining health and safety of all people in the workplace. Following OHS policies and procedures requires knowledge of employee and employer responsibilities under OHS Act, enterprise procedures relating to hazards, fires, emergencies, accidents and risk control, and OHS signs and symbols relevant to area of work. Note: This unit is based on the national guidelines for integrating OHS competencies into national industry Competency Standards.)*

1. Follow workplace procedures for hazard identification and risk control
2. Observe safe practices during work operations
3. Participate in arrangements for maintaining health and safety of all people in the workplace

- **RTC2702A - Observe environmental work practices (20 nominal hours)**

*(This competency standard covers the process of observing and contributing to positive environmental work practices. It requires the ability to follow workplace directions and instructions, recognise basic environmental hazards and threats and communicate accurately with supervisors and workplace colleagues, and keep simple records. Observing environmental work practices requires awareness of relevant environmental legislation, policies and workplace/industry practices, approaches to improving environmental performance and environmental; issues [specially in regard to water catchments, air, noise, ecosystems, habitat, efficient use of resources, sustainability and water minimisation]).*

1. Follow environmental workplace practices
2. Contribute to improved environmental work practices
3. Recognise and report on a potential environmental threat
4. Maintain environmental records

- **RTC2704A - Provide basic first aid (10 nominal hours)**

*(This competency standard covers the process of providing first aid in recognising and responding to an emergency using basic life support measures. The first aider is not expected to deal with complex casualties or incidents, but to provide an initial response where the ability to respond positively to emergencies in line with practices actions and demonstrate basic first aid casualty management principles. Providing basic first aid requires knowledge of the use of safe working practices, the emergency network, and first aid casualty management principles. Note: This competency standard can be acquired through completion of St John's Basic Life Support (Level1), the Australian Red Cross' Essential First Aid or other equivalent one-day programs.)*

1. Assess the situation
2. Apply basic first aid techniques

- **RTC2705A - Work effectively in the industry (20 nominal hours)**  
*(This competency standard covers the process of working effectively on an individual basis and with others. It requires the ability to obtain information about the industry, observe employment requirements, accept responsibility for quality of own work, maintain safety of self and others, participate in workplace teams, and follow work schedules. Working effectively in the industry requires knowledge of industry/workplace awards and conditions, employers expectations, relevant legislation and Codes of Practice applying to the industry, OHS policies and procedures, workplace policies and procedures, emergency procedures, organisational structure, and workplace communication channels.)*
  1. Obtain information about the industry
  2. Observe employment requirements
  4. Accept responsibility for quality of own work
  5. Plan own work
  6. Promote workplace co-operation
  7. Contribute to a productive work environment
  8. Undertake an activity to workplace requirements
  
- **RTC2801A - Participate in workplace communications (30 nominal hours)**  
*(This competency standard covers the process of effectively participating in workplace communication. It requires the ability to follow simple spoken messages, perform routine workplace duties, follow simple written notices, obtain and provide information in response to workplace meetings and discussions. Participating in workplace communications requires an understanding of different modes of communication, basic mathematical processes, and knowledge of communication procedures and systems and technology relevant to the enterprise and the individual's work responsibilities.)*
  1. Follow routine spoken messages
  2. Perform workplace duties following routine written notices
  3. Obtain and provide information in response to workplace requirements
  4. Complete relevant work related documents
  5. Participate in workplace meetings and discussions

## Group A elective units:

- **RTC2012A - Plant trees and shrubs (20 nominal hours)**  
*(This competency standard covers the manual planting of trees, shrubs and other containerised and bare-rooted plants, and related tasks such as site preparation and pre-planting treatments. It applies to planting activities in parks and gardens, domestic and commercial landscapes, sporting facilities, planting of windbreaks and shelter belts, programmed environmental maintenance, rehabilitation of natural areas, and the reversal of environmental degradation. Work is usually done under routine supervision and with intermittent checking. Competency is demonstrated by the application of knowledge and skills to a range of planting tasks and roles usually within established enterprise guidelines.)*
  1. Prepare for planting operations
  2. Prepare planting site
  3. Prepare trees and shrubs for planting
  4. Install trees, shrubs and/or other plants
  5. Complete planting practices
  
- **RTC2016A - Recognise plants (40 nominal hours)**  
*(This competency standard covers the process of recognising plants that are commonly encountered in horticulture or land management situations, Recognising plants is likely to under routine supervision with intermittent checking by supervisor, requires a knowledge of plant identification techniques, plant nomenclature, enterprise procedures for obtaining and supplying advice and information about plants and enterprise expectations about the range and number of plants to be recognised.)*
  1. Prepare for plant recognition
  2. Recognise specified plants
  3. Complete recognition of plants

- **RTD2022A - Carry out natural area restoration works (40 nominal hours)**  
*(This competency standard covers the process of carrying out natural area restoration work as part of a team. Natural area restoration is likely to be under routine supervision with intermittent checking. Competency is demonstrated by the application of knowledge and skills to a range of natural area restoration tasks. The work is usually within established routines, methods and procedures.)*

  1. Prepare for natural area restoration works
  2. Apply weed control measures
  3. Prepare the soil for natural area restoration
  4. Replace native vegetation on the natural area restoration site
  5. Complete natural area restoration
  
- **RTD2202A - Conduct erosion and sediment control activities (40 nominal hours)**  
*(This competency standard covers the process of carrying out erosion and sediment control activities in both urban and rural environments. It requires the ability to identify erosion and sediment control structures, carry out routine work in compliance with control measures, and undertake work in accordance to legislation and community expectation and project specifications. Conducting erosion and sediment control activities requires knowledge of basic issues related to erosion and sedimentation, role of vegetation, characteristics of soils with an emphasis on erosion prone soils, relevant legislation and local environmental parameters.)*

  1. Align work site practices with erosion and sediment control principles
  2. Implement erosion and sediment control principles in the workplace
  
- **RTC2209A - Install, maintain and repair fencing (30 nominal hours)**  
*(This competency standard covers the functions required to carry out safe and effective conventional fencing work. Conventional fencing refers to post and wire/wire netting under tension, and can be used for animal control or as a deterrent for people and vehicles. It requires a working knowledge of the uses and structure of a range of fences and fencing materials, equipment and tools. It requires an awareness of workplace safety and environmental practices associated with maintenance activities. The work functions in this standard are likely to be carried out under routine supervision within enterprise guidelines.)*

  1. Prepare for fencing work
  2. Carry out fence installation, repair and maintenance
  3. Complete fencing work
  
- **RTC2306A - Operate vehicles (20 nominal hours)**  
*(This competency standard covers the process of maintaining and operating vehicles in a rural, horticultural or land management setting. Competency requires the application of basic driving skills to safely utilise various controls and features of a range of vehicles, and demonstrate safe driving techniques. Competency requires knowledge of legislative requirements with regard to licencing, and an awareness of duty of care to self, others and the environment. The work is likely to be carried out under routine supervision within enterprise guidelines.)*

  1. Prepare vehicle for use
  2. Drive vehicle
  3. Complete and record vehicle operation
  
- **RTC2401A - Treat weeds (40 nominal hours)**  
*(This competency standard covers the process of treating weeds using cultural, biological and chemical methods. Treatment follows strict work instructions and will be under supervision. Competency involves the application of knowledge and skills in recognising common weeds, monitoring and recording the severity of the weed problem, applying a range of treatments, and recording relevant information.)*

  1. Prepare to treat weeds
  2. Treat weeds
  3. Carry out post treatment operations

- **RTC2706A - Apply chemicals under supervision (30 nominal hours)**  
*(This competency standard covers the process of applying chemicals and biological agents for the control of weeds, pests and diseases using workplace specific application equipment. The work function in this standard will be carried out under supervision. A thorough knowledge and the application of safety procedures and regulations when using chemicals is required. NB: This competency standard may be deemed to have a time limit when used as part of an accreditation or licence to purchase or use chemicals.)*
  1. Follow instructions to check and maintain application and personal protective equipment
  2. Use application and personal protective equipment
  3. Apply chemicals
  4. Follow instructions to empty and clean equipment and containers according to directions
  5. Complete chemical records
  6. Transport, handle and store chemicals according to instructions and legislative requirements
  
- **RTD2803A - Observe and report on plants and/or animals (40 nominal hours)**  
*(This competency standard covers tasks associated with the observation, recording and reporting on the presence of plants and/or animals against criteria provided by a supervisor or as required under legislation or regulations. It requires the ability to plan and organise observations, collect and record information and report data usually under routine supervision. Observing and reporting on plants and animals is likely to be under routine supervision with intermittent checking. Competency involves the application of knowledge and skills to a range of observation and reporting situations usually within established workplace routines.)*
  1. Plan and organise observations
  2. Collect information and record
  3. Report data

## Group B elective units:

- **BSBCMN205A - Use business technology (30 nominal hours)**  
*(This Unit covers the skills and knowledge required to select, use and maintain business terminology. This technology includes the effective use of computer software to organise information and data. This unit is related to BSBCMN307A 'Maintain business resources')*
  1. Select and use technology
  2. Process and organise data
  3. Maintain technology
  
- **FPIFGM023A - Store and dispatch seed (10 nominal hours)**  
*(This unit is concerned with storing seed in, and dispatching seed from, a seed store. Suggested Pre-Requisites/Co-Requisites are: FPIOHS1A - Follow defined Occupational Health & Safety policies and procedures; FPIG20A - Collect, analyse and organise information basic; FPIG22A - Plan to undertake a routine task; FPIG23A - Plan a complete activity).*
  1. Store seed for later use
  2. Prepare seed sample for viability testing
  3. Dispatch seed
  
- **FPIFGM162A - Collect, treat and store seed (20 nominal hours)**  
*(This unit describes the work involved in the collection, treatment and storage of seed from forest species. Suggested Pre-Requisites/Co-Requisites are: FPIOHS1A - Follow defined occupational health and safety policies and procedures; FPIG23A - Plan a complete activity; FPIG41A - Use basic hand held tools; FPIC2029A - Work within environmental constraints).*
  1. Prepare to collect seed
  2. Collect seed
  3. Clean and store seed

- **FPIL2191516A - Reduce wildfire hazards (40 nominal hours)**  
*(This is a unit from the Australian Fire Agencies National Competency Standards, 1994.)*
  1. Identify wildfire hazard reduction needs
  2. Inspect and test installed fire suppression/detection equipment
  3. Carry out wildfire hazard reduction activities
  4. Gather information for the development of plans
  
- **MNMOCC638A - Undertake direct seeding (15 nominal hours)**  
*(This unit applies in all contexts to the organisation and direct seeding of a rehabilitation site in the extractive process in the open cut environment. This unit must be read in conjunction with the Core Units)*
  1. Organise for direct seeding
  2. Conduct direct seeding operations
  3. Conduct housekeeping activities
  
- **RTC2307A - Operate machinery and equipment (30 nominal hours)**  
*(This competency standard covers the process of maintaining and operation of machinery and equipment. A practical application of skills and knowledge required to carry out pre-operational checks, calibrate equipment, reports faults and maintain operational records. In addition, an awareness of workplace safety and positive environmental practices associated with machinery and equipment operation is essential. The work is likely to be carried out under routine supervision within enterprise guidelines.)*
  1. Prepare machinery and equipment for use
  2. Operate machinery and equipment
  3. Check and complete machinery and equipment operation
  
- **RTD2004A - Collect, prepare and preserve plant specimens (30 nominal hours)**  
*(This competency standard covers the process of collecting and preserving plant specimens for recording or identification purposes. It requires the ability to collect appropriate plant specimens, prepare and preserve them and to record data. Collecting, preparing and preserving plant specimens requires knowledge of plant lifecycles, plant recognition, simple taxonomic keys, and legislative limitations on the collection of flora including threatened species.)*
  1. Collect specimen
  2. Press plant
  3. Record data
  
- **RTC2005A - Fell small trees (40 nominal hours)**  
*(This competency standard covers the process of small tree felling work where hazards are assessed as low risk. Felling requires assessing conditions and surroundings, and identifying falling requirements, preparing and maintaining felling equipment, bringing the tree down, and completing clean-up operations. Tree felling is usually performed under routine supervision with intermittent checking. Responsibility for some roles and coordination within a team may be required. Competency is demonstrated by the application of knowledge and skills to a range of tree felling tasks and roles usually within established enterprise guidelines.)*
  1. Identify tree felling requirements
  2. Prepare for tree felling
  3. Fell tree
  4. Complete tree felling operation

- **RTC2026A - Undertake propagation activities (30 nominal hours)**  
*(This competency standard covers the process of plant propagation undertaken in enterprises involved in plant propagation and production. Competency is demonstrated by the application of knowledge and skills to a range of propagation tasks, such as preparing parent plant stock, collecting propagation materials, pre-planting treatments and basic plant propagation techniques. This unit does not include budding and grafting. The work is carried out within routine methods and procedures under supervision with intermittent checking. Responsibility for some roles and coordination within a team may be required.)*

  1. Prepare for plant propagation
  2. Propagate plants
  3. Complete propagation activities
  
- **RTD2101A - Apply animal trapping techniques ( nominal hours)**  
*(This competency standard covers the process of live trapping and holding, releasing or humanely destroying animals. It requires the ability to prepare baits or lures, lay trails, handle and set traps, handle, transport, and release and/or destroy animals. Applying trapping techniques requires knowledge of relevant legislation, animal life cycles and behaviours, trapping and catching equipment and operations, basic animal handling and care, legislation applying to the capture and care of animals, and transportation methods of caught animals.)*

  1. Plan animal capture
  2. Prepare for trapping
  3. Place and set traps
  4. Check and remove traps
  5. Report completion of work
  6. Clean and store equipment and materials
  
- **RTD2206A - Install aggregate paths (30 nominal hours)**  
*(This competency standard covers the basic maintenance procedures required to support machinery operations. It involves non-specialist skills to perform basic servicing and repairs on a range of machinery according to scheduled maintenance programs. Competency requires an awareness of workplace safety, and positive environmental practices associated with maintenance activities. The work is likely to be carried out under limited supervision with checking only related to overall progress within established enterprise routines and procedures.)*

  1. Prepare for maintenance
  2. Perform scheduled maintenance
  3. Complete maintenance activities
  
- **RTC2210A - Maintain properties and structures (30 nominal hours)**  
*(This competency standard covers the functions required to maintain and repair properties and structures in a situation that does not required the specialist skills of another trade. It involves the application of basic skills and knowledge to match equipment and materials to job requirements, and select the appropriate tools to carry out repairs. The work is likely to be carried out under routine supervision with intermittent checking usually within a team environment.)*

  1. Identify and confirm maintenance requirements
  2. Select and prepare tools, equipment and materials
  3. Carry out routine maintenance
  4. Complete maintenance activities

- **RTC2301A - Undertaken operational maintenance of machinery (30 nominal hours)**  
*(This competency standard covers the basic maintenance procedures required to support machinery operations. It involves non-specialist skills to perform basic servicing and repairs on a range of machinery according to scheduled maintenance programs. Competency requires an awareness of workplace safety, and positive environmental practices associated with maintenance activities. The work is likely to be carried out under limited supervision with checking only related to overall progress within established enterprise routines and procedures.)*

  1. Prepare for maintenance
  2. Perform scheduled maintenance
  3. Complete maintenance activities
  
- **RTC2304A - Operate and maintain chainsaws (40 nominal hours)**  
*(This competency standard covers the maintenance, preparation and operation of hand-held chainsaws in a work environment. It requires the application of skills and knowledge to cross-cut fallen timber using appropriate cutting techniques to maximise volume and quality recovery. It also requires knowledge of licensing and OHS legislative requirements associated with chainsaw operation along with duty of care to self, others and the environment. The work in this standard is likely to be carried out under routine supervision with intermittent checking within enterprise guidelines.)*

  1. Recognise and apply workplace safety procedures
  2. Check and maintain chainsaw
  3. Operate chainsaw
  4. Complete and check chainsaw operation
  
- **RTC2309A - Operate tractors (30 nominal hours)**  
*(This competency standard covers the operation of tractors with or without attached equipment. It requires the application of skills to safely utilise the various components and controls of tractors, check and confirm operational status, and set and secure equipment for operation. It also requires knowledge of the distinguishing characteristics of individual tractors including rated power, steering systems, and operational complexities. In addition, competence in tractor operation requires an awareness of licensing and legislative requirements, duty of care to self, others and the environment. The work in this standard is likely to be carried out under some supervision with regular checking within enterprise guidelines.)*

  1. Prepare vehicle for operation
  2. Operate tractor
  3. Complete and check tractor operation
  
- **RTD2313A - Clean machinery of plant, animal and soil material (20 nominal hours)**  
*(This competency standard covers the process of cleaning machinery of material that may contribute to the spread of weeds, pests or diseases. It requires the ability to prepare for cleaning, carry out thorough cleaning of equipment and the appropriate disposal of waste. Cleaning is likely to be carried out under routine supervision and may involve operating in a team environment. Cleaning machinery of plant, animal and soil material requires knowledge of machinery and equipment operating features and major components, inspection points and procedures required by legislation, and how weeds, pests or diseases can spread through soil, animal or plant materials.)*

  1. Check machinery and support vehicles
  2. Clean machinery and equipment
  3. Complete clearing work

- **RTD2402A - Clear features that harbour pest animals (30 nominal hours)**  
*(This competency standard covers the process of clearing features and destruction of habitats that harbour pest animals without damaging native animal habitats and flora. It requires the ability to determine the scope of the work, prepare for the clearing job, clear features, destroy pest habitats and clean and store equipment and materials. Clearing features that harbour pest animal requires a knowledge of relevant legislation & regulations, OHS regulations, common law principles relating to property, stock, duty of care and due diligence, pest life cycles and behaviours, and habitats used by pest animals and by non target species for protection.)*
  1. Determine clearing work required
  2. Prepare for clearing and destruction work
  3. Clear land and destroy pest habitats
  4. Clean and store equipment and materials
  
- **RTC2404A - Treat plant pests, diseases and disorders (30 nominal hours)**  
*(This competency standard covers the process of treating plants pests, diseases and disorders using cultural, biological and chemical methods. Treatment follows strict work instructions and will be under supervision. Competency involves the application of knowledge and skills in recognising common plant pests, diseases and disorders, monitoring and recording the severity of the plant pest or disease problem, applying a range of treatments, and recording relevant information.)*
  5. Prepare to treat plant pests, diseases and disorders
  6. Apply treatments to plant pests, diseases and disorders
  7. Carry out post treatment operations

## **Group C:**

This group includes other units of competency from Conservation and Land Management and/or other Training Packages at nominal AQF Levels 1, 2 & 3. These units must be relevant to work undertaken in Conservation and Land Management

# RTD20102

## Certificate II in

### Conservation and Land Management

#### (Specialising in Weed Management)

### Course information and vocational outcomes

This is a nationally accredited course that is designed to provide experience in the Conservation and Land Management industry, specifically in the weed management area. It is intended for those looking into the industry, whether they are adults or school student looking to do a VET course. By completing this course the desired pathway would be for participants to go on and achieve Certificate III in Conservation and Land Management. There is also some scope for undertaking this course as a trainee. This course has a variety of areas specified that the participant may show an inclination to follow.

To get a successful outcome in this course the fifteen units of competence must be undertaken and completed:

- Complete nine units from Group A including compulsory units
- Select and complete four additional units from Groups A and/or B
- Select and complete two additional units from Groups B and/or C

At least 12 of the units of competency presented for this qualification must relate to conservation and land management work procedures, activities or contexts.

The nominal hours for this course vary between 425 and 490 nominal hours depending on the selection of units chosen

This course carries with it a Nationally Recognised Certificate.

## Course content

### Group A compulsory units:

- **RTC2701A - Follow OHS procedures (20 nominal hours)**

*(This competency standard covers the process of following enterprise Occupational Health and Safety (OHS) policies and procedures. It requires the ability to comply with workplace procedures in hazards identification and risk control, observe safe practices during work operations, and participate in arrangements for maintaining health and safety of all people in the workplace. Following OHS policies and procedures requires knowledge of employee and employer responsibilities under OHS Act, enterprise procedures relating to hazards, fires, emergencies, accidents and risk control, and OHS signs and symbols relevant to area of work. Note: This unit is based on the national guidelines for integrating OHS competencies into national industry Competency Standards.)*

1. Follow workplace procedures for hazard identification and risk control
2. Observe safe practices during work operations
3. Participate in arrangements for maintaining health and safety of all people in the workplace

- **RTC2702A - Observe environmental work practices (20 nominal hours)**

*(This competency standard covers the process of observing and contributing to positive environmental work practices. It requires the ability to follow workplace directions and instructions, recognise basic environmental hazards and threats and communicate accurately with supervisors and workplace colleagues, and keep simple records. Observing environmental work practices requires awareness of relevant environmental legislation, policies and workplace/industry practices, approaches to improving environmental performance and environmental; issues [specially in regard to water catchments, air, noise, ecosystems, habitat, efficient use of resources, sustainability and water minimisation]).*

1. Follow environmental workplace practices
2. Contribute to improved environmental work practices
3. Recognise and report on a potential environmental threat
4. Maintain environmental records

- **RTC2704A - Provide basic first aid (10 nominal hours)**

*(This competency standard covers the process of providing first aid in recognising and responding to an emergency using basic life support measures. The first aider is not expected to deal with complex casualties or incidents, but to provide an initial response where the ability to respond positively to emergencies in line with practices actions and demonstrate basic first aid casualty management principles. Providing basic first aid requires knowledge of the use of safe working practices, the emergency network, and first aid casualty management principles. Note: This competency standard can be acquired through completion of St John's Basic Life Support (Level1), the Australian Red Cross' Essential First Aid or other equivalent one-day programs.)*

1. Assess the situation
2. Apply basic first aid techniques

- **RTC2705A - Work effectively in the industry (20 nominal hours)**  
*(This competency standard covers the process of working effectively on an individual basis and with others. It requires the ability to obtain information about the industry, observe employment requirements, accept responsibility for quality of own work, maintain safety of self and others, participate in workplace teams, and follow work schedules. Working effectively in the industry requires knowledge of industry/workplace awards and conditions, employers expectations, relevant legislation and Codes of Practice applying to the industry, OHS policies and procedures, workplace policies and procedures, emergency procedures, organisational structure, and workplace communication channels.)*
  1. Obtain information about the industry
  2. Observe employment requirements
  3. Accept responsibility for quality of own work
  4. Plan own work.
  5. Promote workplace co-operation
  6. Contribute to a productive work environment
  7. Undertake an activity to workplace requirements
  
- **RTC2801A - Participate in workplace communications (30 nominal hours)**  
*(This competency standard covers the process of effectively participating in workplace communication. It requires the ability to follow simple spoken messages, perform routine workplace duties, follow simple written notices, obtain and provide information in response to workplace meetings and discussions. Participating in workplace communications requires an understanding of different modes of communication, basic mathematical processes, and knowledge of communication procedures and systems and technology relevant to the enterprise and the individual's work responsibilities.)*
  1. Follow routine spoken messages
  2. Perform workplace duties following routine written notices
  3. Obtain and provide information in response to workplace requirements
  4. Complete relevant work related documents
  5. Participate in workplace meetings and discussions

## Group A elective units:

- **RTD2004A - Collect, prepare and preserve plant specimens (30 nominal hours)**  
*(This competency standard covers the process of collecting and preserving plant specimens for recording or identification purposes. It requires the ability to collect appropriate plant specimens, prepare and preserve them and to record data. Collecting, preparing and preserving plant specimens requires knowledge of plant lifecycles, plant recognition, simple taxonomic keys, and legislative limitations on the collection of flora including threatened species.)*
  1. Collect specimen
  2. Press plant
  3. Record data
  
- **RTC2306A - Operate vehicles (20 nominal hours)**  
*(This competency standard covers the process of maintaining and operating vehicles in a rural, horticultural or land management setting. Competency requires the application of basic driving skills to safely utilise various controls and features of a range of vehicles, and demonstrate safe driving techniques. Competency requires knowledge of legislative requirements with regard to licencing, and an awareness of duty of care to self, others and the environment. The work is likely to be carried out under routine supervision within enterprise guidelines.)*
  1. Prepare vehicle for use
  2. Drive vehicle
  3. Complete and record vehicle operation

- **RTC2307A - Operate machinery and equipment (30 nominal hours)**  
*(This competency standard covers the process of maintaining and operation of machinery and equipment. A practical application of skills and knowledge required to carry out pre-operational checks, calibrate equipment, reports faults and maintain operational records. In addition, an awareness of workplace safety and positive environmental practices associated with machinery and equipment operation is essential. The work is likely to be carried out under routine supervision within enterprise guidelines.)*

  1. Prepare machinery and equipment for use
  2. Operate machinery and equipment
  3. Check and complete machinery and equipment operation
  
- **RTD2312A - Inspect machinery for plant, animal and soil material (20 nominal hours)**  
*(This competency standard covers the process of formally inspecting machinery for material that may contribute to the spread of weeds, pests or diseases. It requires the ability to prepare for inspection, carry out thorough inspection of equipment, prepare reports and dispose of waste. Inspection is likely to be carried out under routine supervision and may involve operating in a team environment. Inspecting machinery for plant, animal and soil material requires knowledge of machinery and equipment operating features and major components, inspection points and procedures required by legislation, and how weeds, pests or diseases can spread through soil, animal or plant materials)*

  1. Inspect machinery and support vehicles
  2. Inspect other equipment
  3. Report inspection results
  
- **RTD2313A - Clean machinery of plant, animal and soil material (20 nominal hours)**  
*(This competency standard covers the process of cleaning machinery of material that may contribute to the spread of weeds, pests or diseases. It requires the ability to prepare for cleaning, carry out thorough cleaning of equipment and the appropriate disposal of waste. Cleaning is likely to be carried out under routine supervision and may involve operating in a team environment. Cleaning machinery of plant, animal and soil material requires knowledge of machinery and equipment operating features and major components, inspection points and procedures required by legislation, and how weeds, pests or diseases can spread through soil, animal or plant materials.)*

  1. Check machinery and support vehicles
  2. Clean machinery and equipment
  3. Complete clearing work
  
- **RTC2401A - Treat weeds (40 nominal hours)**  
*(This competency standard covers the process of treating weeds using cultural, biological and chemical methods. Treatment follows strict work instructions and will be under supervision. Competency involves the application of knowledge and skills in recognising common weeds, monitoring and recording the severity of the weed problem, applying a range of treatments, and recording relevant information.)*

  1. Prepare to treat weeds
  2. Treat weeds
  3. Carry out post treatment operations
  
- **RTC2706A - Apply chemicals under supervision (30 nominal hours)**  
*(This competency standard covers the process of applying chemicals and biological agents for the control of weeds, pests and diseases using workplace specific application equipment. The work function in this standard will be carried out under supervision. A thorough knowledge and the application of safety procedures and regulations when using chemicals is required. NB: This competency standard may be deemed to have a time limit when used as part of an accreditation or licence to purchase or use chemicals.)*

  1. Follow instructions to check and maintain application and personal protective equipment
  2. Use application and personal protective equipment
  3. Apply chemicals
  4. Follow instructions to empty and clean equipment and containers according to directions
  5. Complete chemical records
  6. Transport, handle and store chemicals according to instructions and legislative requirements

## Group B elective units:

- **BSBCMN205A - Use business technology (30 nominal hours)**  
*(This Unit covers the skills and knowledge required to select, use and maintain business terminology. This technology includes the effective use of computer software to organise information and data. This unit is related to BSBCMN307A 'Maintain business resources')*

  1. Select and use technology
  2. Process and organise data
  3. Maintain technology
  
- **FPIFGM139A - Operate 4x4 vehicle in off-road conditions (40 nominal hours)**  
*(This unit describes the operation of 4x4 vehicles (e.g. cars, trucks, utilities) in a range of off-road and adverse conditions. **Suggested Pre-Requisites/Co-Requisites:** FPIOHS1A 'Follow defined Occupational Health & Safety policies and procedures: FPIG20A 'Collect, analyse and organise information – basic'; FPIG29A 'Solve problems in the workplace – advanced'; FPIC2029A 'Work within environmental constraints').*

  1. Operate vehicles
  2. Operate vehicle on, or across, a slope
  3. Operate vehicle ascending a steep slope including stall recovery
  4. Operate vehicle descending a steep slope including stall recovery
  5. Operate jack
  6. Operate vehicle in rugged terrain
  
- **RTD2022A - Carry out natural area restoration works (40 nominal hours)**  
*(This competency standard covers the process of carrying out natural area restoration work as part of a team. Natural area restoration is likely to be under routine supervision with intermittent checking. Competency is demonstrated by the application of knowledge and skills to a range of natural area restoration tasks. The work is usually within established routines, methods and procedures.)*

  1. Prepare for natural area restoration works
  2. Apply weed control measures
  3. Prepare the soil for natural area restoration
  4. Replace native vegetation on the natural area restoration site
  5. Complete natural area restoration
  
- **RTC2301A - Undertaken operational maintenance of machinery (30 nominal hours)**  
*(This competency standard covers the basic maintenance procedures required to support machinery operations. It involves non-specialist skills to perform basic servicing and repairs on a range of machinery according to scheduled maintenance programs. Competency requires an awareness of workplace safety, and positive environmental practices associated with maintenance activities. The work is likely to be carried out under limited supervision with checking only related to overall progress within established enterprise routines and procedures.)*

  1. Prepare for maintenance
  2. Perform scheduled maintenance
  3. Complete maintenance activities

- **RTC2304A - Operate and maintain chainsaws (40 nominal hours)**  
*(This competency standard covers the maintenance, preparation and operation of hand-held chainsaws in a work environment. It requires the application of skills and knowledge to cross-cut fallen timber using appropriate cutting techniques to maximise volume and quality recovery. It also requires knowledge of licensing and OHS legislative requirements associated with chainsaw operation along with duty of care to self, others and the environment. The work in this standard is likely to be carried out under routine supervision with intermittent checking within enterprise guidelines.)*

  1. Recognise and apply workplace safety procedures
  2. Check and maintain chainsaw
  3. Operate chainsaw
  4. Complete and check chainsaw operation
  
- **RTC2309A - Operate tractors (30 nominal hours)**  
*(This competency standard covers the operation of tractors with or without attached equipment. It requires the application of skills to safely utilise the various components and controls of tractors, check and confirm operational status, and set and secure equipment for operation. It also requires knowledge of the distinguishing characteristics of individual tractors including rated power, steering systems, and operational complexities. In addition, competence in tractor operation requires an awareness of licencing and legislative requirements, duty of care to self, others and the environment. The work in this standard is likely to be carried out under some supervision with regular checking within enterprise guidelines.)*

  1. Prepare vehicle for operation
  2. Operate tractor
  3. Complete and check tractor operation
  
- **RTD2703A - Operate in isolated or remote situations (40 nominal hours)**  
*(This competency standard covers the ability to plan, prepare for and work safely in isolated and remote situations. Operating in isolated and remote situations requires knowledge of maps and mapping reading, local topography, nearby inhabitants and locations within that area, survival techniques and human needs relating to survival situations, clothing requirements for sun or heat protection, basic first aid, and the operation of communication equipment and distress signalling.)*

  1. Plan for operating in remote environments
  2. Prepare for operating in remote environments
  3. Prepare for emergency situations
  4. Operate in remote environments
  
- **RTD2803A - Observe and report on plants and/or animals (40 nominal hours)**  
*(This competency standard covers tasks associated with the observation, recording and reporting on the presence of plants and/or animals against criteria provided by a supervisor or as required under legislation or regulations. It requires the ability to plan and organise observations, collect and record information and report data usually under routine supervision. Observing and reporting on plants and animals is likely to be under routine supervision with intermittent checking. Competency involves the application of knowledge and skills to a range of observation and reporting situations usually within established workplace routines.)*

  1. Plan and organise observations
  2. Collect information and record
  3. Report data

## Group C:

This group includes other units of competency from Conservation and Land Management and/or other Training Packages at nominal AQF Levels 1, 2 & 3. These units must be relevant to work undertaken in Conservation and Land Management