

RTE30103

Certificate III in Agriculture

Course information and vocational outcomes

This is a nationally accredited course. This course is designed for those who desire to obtain the necessary skills, knowledge and experience in the agricultural industry. A major component of this course will consist of on-the-job training that is necessary to show competency in each performance criteria of this course. Those involved in the industry and secondary school students who desire to a VET course be useful candidates for this qualification.

To achieve competency in this qualification sixteen units must be undertaken and completed.

The Group A unit must be undertaken and competency attained.

Twelve elective units must also be undertaken and completed from the Group B and 3 additional units from Group B and/or C sections listed below.

Units should be selected from Group B in accordance with local work undertaken and local industry advice

Group C units selected must be aligned to Certificate II, III or IV outcomes. These units must be relevant to work undertaken in the rural sector

Under the qualification rules, at least 13 of the units of competency presented for this qualification must relate to agricultural procedures, activities or contexts. In addition, at least 12 of the units selected to make up this qualification must be aligned clearly to Certificate III outcomes.

The Units contained in our courses will vary depending on the needs of the class as a whole.

The nominal hours for this course are between 415 and 1720 hours depending on the units taken to complete this qualification.

Course content

Group A compulsory unit

- **RTE3713A - Follow OHS procedures (50 nominal hours)**
(This competency standard covers the process of carrying out enterprise Occupational Health and Safety (OHS) policies and procedures. The unit is also concerned with OHS responsibilities of employees with supervisory responsibilities. It requires the ability to work in accordance with workplace procedures in hazard identification and risk control, carry out safe practices during work operations, and participate in arrangements for maintaining the health and safety of all people in the workforce. Carrying out OHS policies and procedures requires knowledge of employee and employer responsibilities under the 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. Adapt OHS policies and procedures
 2. Assist in workplace hazard identification and risk control
 3. Observe safe work practices during work operations
 4. Participate in arrangements for maintaining health and safety of all people in the workplace

Group B elective units

- **RTE2110A - Maintain livestock water supplies (30 nominal hours)**
(This competency standard covers the functions required to perform maintenance procedures on a range of water supply systems and equipment where specialist skills of another trade are not warranted or available. It requires a working knowledge of maintenance procedures and components of water supply systems and the application of skills to identify and rectify minor faults and carry out minor repairs. The work is likely to be carried out under routine supervision within enterprise guidelines.)
 1. Identify maintenance requirements
 2. Prepare for maintenance
 3. Carry out maintenance procedures
 4. Complete maintenance activities
- **RTE2804A - Provide information on products and services (60 nominal hours)**
(This competency standard covers the process of providing information on products and services in a range of rural merchandising settings. Information may need to be provided on small machinery, parts and equipment, stockfeeds, animal restraint systems, horse and dairy industry products. It requires the application of knowledge and skills to interact with customers, understand customer requirements, and to represent the enterprise in a professional and courteous manner. Competency requires an awareness of products and services, how to handle basic customer enquiries, and knowing when to seek assistance from, or refer enquiries to supervisors or more experienced personnel. The work in this standard will be carried out under supervision, within enterprise guidelines.)
 1. Identify information requirements
 2. Provide information

- **RTE3002A - Coordinate crop regulation program (70 nominal hours)**
(This competency standard covers the process of co-ordinating a crop regulation program in which thinning and pruning of flower, fruit or vegetable crops is undertaken to control yield and quality. Crop regulation methods may include manual thinning, chemical thinning, selective harvesting, training, summer and winter pruning, hedging, skirting, topping and trimming. Irrigation and plant nutrition programs are covered in other units of competency. Co-ordinating a crop regulation program is likely to be carried out under limited supervision from others with checking only related to overall progress. The work requires the application of horticultural knowledge and a broad range of horticultural skills. Co-ordination is usually carried out within established routines, methods and procedures where some discretion and judgement are required in the selection of equipment and materials, organisation of work and the achievement of outcomes within time and budgetary constraints)
 1. Prepare for the crop regulation program
 2. Prepare crop regulation equipment
 3. Implement the crop regulation program
 4. Complete crop regulation activities

- **RTE3003A - Coordinate horticultural crop harvesting (70 nominal hours)**
(This competency standard covers the process of co-ordinating harvesting activities for horticultural crops including preparing for harvest, maintaining harvest requirements, monitoring crop quality and delivering the crop. Co-ordinating crop harvesting is likely to occur under limited supervision with checking only related to overall progress. Co-ordinating crop harvesting requires the application of extensive horticultural knowledge and a broad range of horticultural skills. Co-ordinating crop harvesting is normally done within established routines, methods and procedures where some discretion and judgement is required in the selection of equipment and materials, organisation of work, services, actions and the achievement of outcomes within time and budgetary constraints)
 1. Prepare for crop harvesting
 2. Coordinate harvesting activities
 3. Maintain harvest requirements
 4. Monitor crop quality throughout harvest
 5. Deliver crop to specified destination

- **RTE3006A - Establish pastures and crops for livestock production (80 nominal hours)**
(This competency standard covers the functions required to establish pastures and crops for livestock production. It requires the application of skills and knowledge to produce the maximum sustainable production of quality pasture and fodder to best match livestock needs. The work is likely to be carried out under broad supervision within enterprise guidelines.)
 1. Access resources of pasture and crops
 2. Implement pasture and crop establishment program
 3. Manage fodder production
 4. Install trees, shrubs and/or other plants
 5. Complete planting practices

- **RTE3009A - Undertake agricultural crop harvesting activities (80 nominal hours)**
(This competency standard covers the process of harvesting agricultural crops. It includes preparing machinery and equipment, harvesting, cleaning and maintaining machinery and equipment and completing workplace records. Harvesting is likely to be carried out under limited supervision. Overall progress may be checked periodically and will usually follow set routines, methods and procedures. Some discretion and judgement is required in the selection of equipment and materials, organisation, or work and services. The outcomes should be achieved within specified timelines.)
 1. Prepare to harvest agricultural crops
 2. Prepare the harvesting equipment
 3. Harvest crops
 4. Complete harvesting operations

- **RTE3013A - Implement a post harvest program (70 nominal hours)**
(This competency standard covers the process of implementing a post-harvest program for horticultural crops including grading, treating, packing and storing harvested produce. Implementing a post-harvest program is likely to be carried out under limited supervision from others with checking only related to overall progress. The work requires the application of extensive horticultural knowledge and a broad range of horticultural skills. The post-harvest program usually follows established routines, methods and procedures where some discretion and judgement is required. This includes selection of equipment and materials, organisation of work, services, actions and the achievement of outcomes within time and budgetary constraints.)
 1. Prepare for implementation of post-harvest operations
 2. Coordinate post-harvest work
 3. Implement post-harvest treatments
 4. Implement hazardous waste disposal guidelines
 5. Implement packing and presentation requirements of produce
 6. Implement storage requirements of produce

- **RTE3022A - Undertake agricultural crop maintenance activities (40 nominal hours)**
(This competency standard covers the work involved in maintaining agricultural crops. It involves the process of assessing crop condition to identify abnormalities caused by pests, weeds, soil nutrient deficiencies and soil conditions, applying pests, disease and plant disorders and weed control measures to maximise crop production and providing crop fertiliser requirements. Monitoring agricultural crops is likely to be carried out under limited supervision from others with checking only related to overall progress. It is usually done within established routines, methods and procedures where some discretion and judgement is required in the selection of equipment and materials, organisation of work, services, actions and the achievement of outcomes within time and budgetary constraints.)
 1. Assess agricultural crop condition, growth and requirements
 2. Apply fertiliser and amendments
 3. Monitor crop condition, growth and requirements
 4. Complete cleaning and hygiene operations

- **RTE3024A - Undertake preparation of land for agricultural crop production (60 nominal hours)**

(This competency standard covers the process of preparing equipment, cultivating the site, applying any pre-planting treatments, and caring for the vehicles and equipment on completing the activity. It includes the completion of documentation and logbooks for the operation. Preparing land for crop production is likely to be carried out under limited supervision from others with checking only related to overall progress. Preparing land for crop production is usually done within established routines, methods and procedures. Some discretion and judgement is required in the selection of equipment and materials, organisation of work and services. The outcomes should be achieved within specified timelines.)

1. Prepare for cultivation
2. Prepare the cultivating equipment
3. Cultivate soil
4. Prepare site for planting
5. Complete land preparation operations

- **RTE3029A - Establish agricultural crops (60 nominal hours)**

(This competency standard covers the process of establishing agricultural crops. It includes preparing machinery and equipment, ploughing/cultivating, seeding, applying any pre-planting treatments, maintaining machinery and equipment, relevant record keeping, and it requires the application of skills and knowledge to use specialised equipment to carry out seeding and fertiliser operations appropriate to soil and weather conditions. In addition, it requires an awareness of licensing requirements, safe workplace and positive environmental practices associated with seeding operations including sustainable land management. The work functions in this standard involve the application of some judgement and discretion and are likely to be carried out under minimal supervision within enterprise guidelines.)

1. Prepare machinery and equipment for use
2. Prepare for agricultural crop establishment
3. Sow the crop
4. Complete seeding operations

- **RTE3030A - Harvest horticultural crops mechanically (50 nominal hours)**

(This competency standard covers the process of harvesting horticultural crops. It includes preparing machinery and equipment, harvesting, cleaning and maintaining machinery and equipment, and completing workplace records. Harvesting is likely to be under limited supervision. Overall progress may be checked periodically and will usually follow set routines, methods and procedures. Some discretion and judgement is required in the selection of equipment and materials, organisation of work, and services. The outcomes should be achieved within specified timelines.)

1. Plan to harvest horticultural crops
2. Prepare the harvesting equipment
3. Harvest crops
4. Complete harvesting operations

- **RTE3037A - Save, prepare and store agricultural seed (30 nominal hours)**
(This competency standard covers the process of selecting grain and other seed from agricultural crops for use as seed, to calculate the quantity required, to grade and test it, and subsequently to store the seed for use in the following season. Seed stocks are selected and stored to ensure maximum quality and yield when used. The selecting, preparation and storage of seed is likely to be carried out under limited supervision from others with checking only related to overall progress. It is normally done within established routines, methods and procedures where some discretion and judgement is required in the selection of equipment and materials, organisation of work, services, actions and the achievement of outcomes within time and budgetary constraints.)

 1. Select seed from agricultural crops
 2. Evaluate and grade seed
 3. Store seed
 4. Collect and deliver seed

- **RTE3105A - Carry out feedlot operations (40 nominal hours)**
(This competency standard covers the process of providing feed for feed-lotted animals and monitoring their health and welfare. Carrying out feedlot operations is likely to be under limited supervision. Overall progress may be checked periodically. Carrying out feedlot operations will usually follow set routines, methods and procedures. Some discretion and judgement is required in the selection of equipment and materials, organisation of work, and services.)

 1. Prepare to work with livestock feed
 2. Mix feed
 3. Feed livestock
 4. Establish and maintain shed hygiene

- **RTE3110A - Coordinate and monitor intensive production performance (40 nominal hours)**
(This competency standard covers the process of co-ordinating resources and monitoring the work of others within the production process. It requires the interpretation of schedules and plans, as well as a clear understanding of the procedures to be undertaken and the targets to be met. When the requirements of this standard are met, employees understand the role their work plays in maintaining quality output, and a motivated workforce supports management in detecting, solving, correcting and preventing problems. This standard is applicable to the production of both pigs and poultry in all production systems. Coordinating and monitoring intensive production performance is likely to be under limited supervision from others, with checking only related to overall progress. It is usually done within routines, methods and procedures where some discretion and judgement is required in the selection of equipment and materials, organisation of work, services, and actions to achieve outcomes within time and budgetary constraints.)

 1. Prepare for work in the production area
 2. Coordinate work activities
 3. Monitor daily operations
 4. Monitor herd flock
 5. Complete records and documentation

- **RTE3113A - Identify and draft livestock (40 nominal hours)**
(This competency standard covers the functions involved in identifying and drafting or sorting of animals for sale, breeding or for other enterprise requirements. Identifying and drafting/sorting animals is likely to be under limited supervision from others with checking only related to overall progress. Selecting animals is carried out within established routines, methods and procedures where some discretion and judgement by others is required.)

 1. Identify animals
 2. Assess and select animals

- **RTE3114A - Implement feeding plans for livestock (40 nominal hours)**
(This competency standard covers the process of assessing the health and condition of livestock, and the available pasture for grazing. It requires the ability to interpret written feeding plans, to acquire and provide supplementary feed as determined, and to graze pasture prudently. It requires the knowledge of indicators of animal health at all ages within the herd/flock. Discretion and judgement is required in the selection of the feeding system and in the assessment of supplementary feed requirements. Co-ordinating the feeding of livestock may involve some responsibility for others.)

 1. Determine livestock condition and nutritional requirements
 2. Assess pasture feed
 3. Arrange supplementary feeding
 4. Manage the feeding of livestock
 5. Monitor feeding plan

- **RTE3116A - Mate and monitor animals (80 nominal hours)**
(This competency standard covers the process of undertaking the monitoring and mating of animals. Competency requires the application of knowledge and skills to identify appropriate mating plans, select appropriate sires and/or semen, and monitor female condition and weight. Competency also requires the ability to monitor mating and take remedial action where needed, to record data, and monitor and report on the effectiveness of the mating program. The work is likely to be carried out with limited or no supervision within enterprise guidelines.)

 1. Identify animal conditions
 2. Facilitate mating
 3. Complete mating procedures

- **RTE3117A - Coordinate milking operations (30 nominal hours)**
(This competency standard covers the functions required to co-ordinate the milking operations of a dairy herd. It requires skills and knowledge to manage and co-ordinate the safe, hygienic and efficient conduct of milk harvesting to ensure maximum yield and minimum stress to livestock. In addition, milking operations include an integrated livestock health strategy to ensure the health and wellbeing of livestock. This work requires the application of some judgement and discretion, and is likely to be carried out independently within own area of responsibility.)

 1. Determine requirements
 2. Determine milking procedures
 3. Implement livestock health treatment program
 4. Coordinate and monitor milking operations

- **RTE3118A - Implement feeding plans for intensive production (100 nominal hours)**
(This competency standard covers the process of implementing feeding plans in an intensive animal production enterprise. It requires the interpretation of schedules and plans, the preparation and feeding of milled and supplementary feed as well as a clear understanding of the procedures to be undertaken and the targets to be met. When the requirements of this standard are met employees understand the role their work plays in maintaining quality output and support management in detecting, solving, correcting and preventing problems. Implementing feeding plans is likely to be under limited supervision from others with checking only related to overall progress. The work may involve some responsibility for others and is usually done within routines, methods and procedures where some discretion and judgement is required in the selection of feeds, equipment and materials, organisation of work, to achieve outcomes within time and budgetary constraints.)

 1. Interpret livestock feeding plans
 2. Prepare for feeding
 3. Mix feed
 4. Conduct hygiene and administration activities
 5. Order and store feed and ingredients

- **RTE3124A - Rear newborn and young livestock (40 nominal hours)**
(This competency standard covers the process of rearing newborn and young animals. Competency involves the application of knowledge and skills to prepare facilities, feed newborn and young animals, observe behaviour and health, and identify the needs of newborn and young animals. Competency also requires the ability to check on progress, to provide treatment as required and to wean and handle newborn and young animals, and record relevant data. This work is likely to be carried out with minimal supervision within enterprise guidelines.)

 1. Prepare and care for newborn and young
 2. Provide care for newborn and young
 3. Monitor health of newborn and young
 4. Meet ongoing requirements

- **RTE3126A - Remove and facilitate reuse of effluent and manure from an intensive production system (60 nominal hours)**
(This competency standard covers the process of operating and maintaining the equipment used for effluent removal from the production shed, and monitoring its efficiency. It includes cleaning the system and maintaining clear and accurate records about the operation and monitoring of the system. When the requirements of this standard are applied effectively, the production sheds and surrounding environment are maintained to industry standards. This standard is applicable to the production of both pigs and poultry in all production systems and may have application in other contexts. Disposing of the effluent from an intensive production system is likely to be under limited supervision from others, with checking only related to overall progress. It is usually done within routines, methods and procedures where some discretion and judgement is required in the selection of equipment and materials, organisation of work, services and actions to achieve outcomes within time and budgetary constraints.)

 1. Prepare to work with effluent disposal equipment
 2. Maintain and operate effluent storage and disposal system
 3. Monitor effluent disposal system
 4. Conduct hygiene and administration activities

- **RTE3131A - Transport livestock (60 nominal hours)**
(This competency standard covers the functions required to safely and efficiently transport livestock to a destination within a specified timeframe. It requires the application of knowledge and skills to handle livestock safely and humanely, maintain load within specifications, and monitor the health and condition of livestock during transit. An awareness of legislation requirements associated with animal welfare and the transport of livestock is also required. The work associated with this standard would require some judgement and discretion and is likely to be carried out under minimal supervision, with checking only related to overall progress.)

 1. Prepare for the transport of livestock
 2. Load livestock
 3. Transport and unload livestock
 4. Complete transportation operations

- **RTE3133A - Prepare livestock for competitions (90 nominal hours)**
(This competency standard covers the preparation and training of livestock for competitive showing. It requires the application of knowledge and skills to groom and present livestock to competition standards, and maintain livestock health, welfare and nutritional requirements. Competency requires an awareness of legislative requirements with regard to animal welfare. The work in this standard is likely to be carried out under routine supervision within enterprise guidelines.)

 1. Follow instructions to prepare livestock for showing
 2. Handle and groom livestock prior to competition
 3. Present livestock

- **RTE3134A - Slaughter livestock (40 nominal hours)**
(This competency standard covers the process of identifying and selecting livestock for slaughter, preparing slaughterhouse and equipment, conducting safe and humane slaughter of livestock, dressing hanging and protecting meat, and ensuring meat is appropriate to end-use requirements. Competency also requires the application of skills and knowledge to hygienically clean equipment and slaughter areas, and dispose of carcasses. All work in this area needs to be conducted in a way that ensures that slaughter and post-slaughter processes are conducted according to animal welfare, health and OHS requirements.)

 1. Prepare for slaughter operation
 2. Slaughter animal
 3. Complete slaughter operations

- **RTE3136A - Comply with industry animal welfare requirements (40 nominal hours)**
(This competency standard covers the process of complying with industry animal welfare requirements in the production of livestock. It requires the ability to implement animal welfare practices, implement standard operating procedures and report problems that affect animal welfare. Complying with industry animal welfare requirements requires knowledge of animal welfare requirements, animal production processes, Hazard Analysis Critical Control Point (HACCP) approach to quality assurance, and enterprise policies, guidelines and standard operating procedures relating to animal welfare.)

 1. Apply animal welfare practices
 2. Comply with standard operating procedures
 3. Report problems that affect animal welfare

- **RTE3137A - Carry out basic hoof care procedures (50 nominal hours)**
(This competency standard covers the process of maintaining horse hooves in premium condition. It requires the application of skills and knowledge necessary to inspect hooves, to perform basic care in line with enterprise policy, and to provide assistance to farriers and veterinarians where appropriate. Work is likely to be under limited supervision from others, with checking only related to overall progress. The inspection and maintenance of hooves is performed within routines, methods and procedures, with necessary skills such as the basic use of farriery tools to complete routine hoof care.)

 1. Prepare to perform hoof care on horses
 2. Provide hoof care to horse
 3. Replace dislodged and loose shoes
 4. Complete maintenance and administration

- **RTE3143A - Monitor intensive livestock production environments (60 nominal hours)**
(This competency standard covers the process of monitoring intensive livestock production growing environments. This includes the monitoring the health and welfare of livestock, the growing environment, and the feeding systems. Work is likely to be under limited supervision from others, with checking only related to overall progress. The monitoring of intensive livestock production equipment and growing environments are usually performed according to enterprise guidelines and within established routines, methods and procedures. Some discretion and judgement may be required depending on what type of system is to be monitored.)

 1. Monitor livestock health and welfare
 2. Monitor the growing environment
 3. Monitor feed
 4. Perform routine maintenance checks
 5. Complete monitoring activities

- **RTE3147A - Prepare for and implement natural mating of livestock (30 nominal hours)**
(This competency standard covers the process of preparing for and implementing natural mating procedures for livestock. Preparing for and implementing natural mating procedures is likely to be under limited supervision from others, with checking only related to overall progress. Work is likely to be performed in accordance with an established natural mating program or plan (i.e. seasonal or continuous mating). The work requires the application of livestock knowledge and a broad range of animal handling and husbandry skills. The work is usually done within routines, methods and procedures where some discretion and judgement are required in the organisation of work, and the achievement of outcomes within time and other constraints.)

 1. Prepare paddocks or yards
 2. Prepare dams for joining
 3. Prepare sires for joining
 4. Join sires to dam mobs
 5. Monitor mating activity

- **RTE3210A - Plan and construct an electric fence (60 nominal hours)**
(This competency standard covers the functions required to plan, construct and maintain an electric fence in a rural enterprise. It requires the application of skills and knowledge to identify and incorporate the topographical features of a property into an efficient and cost-effective fencing plan for construction. An awareness of workplace safety associated with electric fencing is also required. The work is likely to be carried out under routine supervision within enterprise guidelines.)
 1. Determine electric fencing requirements
 2. Prepare for construction
 3. Construct electric fence
 4. Complete fencing operations

- **RTE3302A - Service and repair of milking equipment (100 nominal hours)**
(This competency standard covers the process of non-company specific service and repair of milking equipment on farm - to meet prescribed maintenance schedules or to rectify poor performance. It may include the repair of specific machine components and will require a familiarity with the purpose and function of the individual milking machine components.)
 1. Service and repair vacuum pumps and the vacuum regulator
 2. Service pulsators and electronic systems
 3. Service and repair milk pumps and the milk releasing systems
 4. Repair and maintain the milk transport system
 5. Service and repair non-milking systems

- **RTE3307A - Coordinate machinery and equipment maintenance and repair (80 nominal hours)**
(This competency standard covers the process of co-ordinating machinery and equipment maintenance and repair for a small enterprise. Typically this is a role undertaken by a single person with responsibility to ensure that machinery and equipment for the enterprise is maintained and repaired in a way that allows the core business of the enterprise to continue with minimal disruption. The co-ordination of machinery and equipment maintenance and repair is likely to be carried out under limited supervision with checking only related to overall progress. It requires the application of extensive agricultural, horticultural and/or conservation and land management knowledge and a broad range of relevant skills. The work is usually done within established routines, methods and procedures where some discretion and judgement is required in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.)
 1. Prepare for maintenance and repair work
 2. Maintain and repair machinery and equipment
 3. Coordinate and report on maintenance and repair activities

- **RTE3308A - Operate a dairy recycling system (40 nominal hours)**
(This competency standard covers the process of operating a dairy waste management system, maintaining the equipment used for dairy waste disposal from the dairy shed, and monitoring its efficiency. It includes cleaning the system and maintaining clear and accurate records about the operation and monitoring of the system. When the requirements of this standard are achieved, the dairy sheds and surrounding environment are maintained to community standards. Disposing of the dairy waste from a dairy is likely to be carried out under limited supervision from others with checking only related to overall progress. It is normally done within established routines, methods and procedures where some discretion and judgement is required in the selection of equipment and materials, organisation of work, services, actions and the achievement of outcomes within time and budgetary constraints.)

 1. Prepare to work with dairy waste to disposal equipment
 2. Maintain and operate a dairy waste storage and disposal system
 3. Monitor dairy waste disposal system
 4. Conduct hygiene and administration duties

- **RTE3309A - Operate machinery in adverse conditions (30 nominal hours)**
(This competency standard covers the functions involved in operating machinery in adverse working conditions. It requires particular skills and knowledge to carry out pre-operational checks and basic repairs on machinery, assess work requirements, and maintain records. In addition, it requires knowledge of licensing requirements, workplace safety and positive environmental practices associated with the operation of machinery. The work in this standard is likely to be carried out under limited supervision within enterprise guidelines.)

 1. Assess operating conditions prior to machinery use
 2. Prepare machinery and attached equipment for use
 3. Operate machinery and attached equipment
 4. Check and complete operation of machinery and attached equipment

- **RTE3313A - Monitor and provide advice on cleaning milking machines (100 nominal hours)**
(This competency standard covers the process of carrying out the cleaning of milking machines and associated equipment including detergent selection, selecting wash cycle programs and problem investigation of cleaning systems. The competencies are about achieving the highest possible standards of dairy hygiene and so include an understanding of the milking process, the nature of milk and the basic components of the cleaning process. The competencies involved in this unit also include the provision of specific advice on machine cleaning.)

 1. Identify cleaning operations
 2. Carry out cleaning routines
 3. Advise on chemicals and cleaning routines

- **RTE3314A - Transport farm produce or bulk materials (50 nominal hours)**
(This competency standard covers the process of legally, safely, and efficiently operating a truck and its componentry to transport farm produce or bulk materials to a required location according to a specified schedule. Loading and unloading equipment and procedures are also used. It includes the pre and post-operational checking of the vehicle as well as the basic post-operational maintenance of the vehicle, and of organisational records. The transport of farm produce or bulk materials is likely to be carried out under limited supervision. Overall progress may be checked periodically. The transport of farm produce or bulk materials will usually follow set routines, methods and procedures. Some discretion and judgement is required in the selection of equipment and materials, organisation of work, and services. The outcomes should be achieved within specified timelines.)
 1. Organise for the transport of farm produce or bulk materials
 2. Load, transport and/or unload farm produce or bulk materials
 3. Protect farm produce or bulk materials quality
 4. Carry out equipment maintenance
 5. Maintain hygiene

- **RTE3317A - Carry out minor service of milking equipment (150 nominal hours)**
(This competency standard covers the processes of identification of faults in milking equipment by mechanical testing and safety audits and the replacement of consumable parts and components in line with programmed maintenance procedures. Competence requires the ability to disassemble and re-assemble a range of milking equipment components and effectively repair and reassemble as required. External factors influencing the performance of milking equipment may also be identified from observations of animal health and animal behaviour during the milking process.)
 1. Identify faults in milking machines
 2. Identify external faults
 3. Carry out operational service and maintenance of milking machines

- **RTE3402A - Implement animal health control programs (50 nominal hours)**
(This competency standard covers the functions required to identify and treat internal and external parasites in animals. It requires the application of knowledge and skills to accurately diagnose the type and severity of infection or parasite infestation and administer appropriate treatments. Competency requires an awareness of legislative requirements with regard to animal welfare. The work in this standard is likely to be carried out under routine supervision within enterprise guidelines.)
 1. Prepare for treatment of animals
 2. Treat animals
 3. Complete treatment process

- **RTE3504A - Collect samples for rural production or horticultural monitoring programs (60 nominal hours)**

(This competency standard covers the process of collecting samples as part of a rural production or horticulture monitoring program or while conducting post-mortem examination of livestock or other animals. It requires the ability to plan for collecting, prepare equipment and resources, carry out collecting, and complete collecting activities. Collecting samples requires knowledge of industry sampling and preserving guidelines and protocols, types of tissue that might be collected, environmental legislation, and sampling and preserving methods. Samples collected will usually be analysed by laboratory staff, although collection staff may undertake some tests.)

1. Plan for collection of samples
2. Prepare equipment and resources
3. Carry out sampling and preserving procedures
4. Complete sample collection activities

- **RTE3506A - Monitor weather conditions (60 nominal hours)**

(This competency standard covers the process of monitoring and interpreting weather and climate conditions and assessing its likely impact on staff, crops, livestock, produce, property, natural resources, equipment and work tasks. Competency also requires the application of skills and knowledge to prepare for adverse weather and climate conditions, to change livestock and crop management programs and work tasks as appropriate, to minimise loss and damage and to continue to monitor and record weather and climate information. The work is likely to be carried out with limited or minimal supervision within enterprise guidelines.)

1. Interpret weather and climate information
2. Carry out preventative action
3. 3., Monitor weather and climate

- **RTE3601A - Install irrigation systems (70 nominal hours)**

(This competency standard covers the process of installing pressurised irrigation systems. It requires the ability to organise resources for installation work, set out and prepare site, install irrigation components, complete installation work, commission irrigation systems and communicate with work team members, supervisors, contractors and consultants. Installing irrigation systems requires knowledge of methods and techniques of irrigation, components of an irrigation system, behaviour of water on varying terrain and soil types, soil water retention testing techniques and soil characteristics, and enterprise OHS procedures.)

1. Organise resources for installation work
2. Set out and prepare site
3. Install irrigation processes
4. Complete installation work
5. Commission irrigation system

- **RTE3603A - Install drainage systems (50 nominal hours)**
(This competency standard covers the process of installing surface and/or subsurface drainage systems. It requires the ability to interpret site specifications and drainage system plans, set out drainage system works, measure materials, level and align earthworks, and use relevant equipment, tools and machinery. Installing surface and/or subsurface drainage systems requires knowledge of the purposes of drainage systems and the application of drainage system plans to the physical situation, drain types, components and installation techniques, soil characteristics, and enterprise OHS procedures.)
 1. Prepare for drainage system installation activities
 2. Coordinate installation work
 3. Prepare the site for installation of drainage system
 4. Undertake installation of drainage system
 5. Complete installation of drainage system

- **RTE3604A - Troubleshoot drainage systems (30 nominal hours)**
(This competency standard covers the process of troubleshooting blockages in drainage lines. It involves planning and preparing for the work, inspecting the site to determine access to drainage lines, and testing the system and cleaning up after locating and clearing any blockages. Troubleshooting blockages in drainage lines requires knowledge of types of drainage systems, components used in drainage systems, isolation processes and procedures, and levelling and alignment processes.)
 1. Plan job
 2. Inspect site
 3. Determine access to drainage lines
 4. Carry out job
 5. Check job
 6. Clean up site, materials and equipment

- **RTE3605A - Troubleshoot irrigation systems (50 nominal hours)**
(This competency standard covers the process of troubleshooting faults and blockages in irrigation systems. It requires the ability to read and apply system specifications, technical manuals and supply/spare parts inventories, operate, maintain and repair irrigation systems, and record and report maintenance activities. Troubleshooting faults and blockages in irrigation systems requires knowledge of characteristics and operations of replaceable components of irrigation systems, system malfunctions and their likely causes, isolation procedures and OHS and environmental guidelines.)
 1. Locate and identify faulty components and blockage
 2. Shut down/isolate component
 3. Replace faulty component and clear blockages
 4. Return system to normal operating status

- **RTE3606A - Measure drainage system performance (70 nominal hours)**
(This competency standard covers the process of measuring the performance and efficiency of a drainage system. This includes identifying and correcting system problems, measuring, recording and reporting soil moisture, salinity and water table depth to determine system performance and efficiency. It requires the ability to apply measuring and testing techniques, record and report system performance, use computers for recording and reporting drainage system data and implement and follow relevant enterprise OHS and environmental policies and procedures. Measuring drainage system performance requires knowledge of measuring and monitoring procedures for factors contributing to drainage system performance, water table and salinity measures, water quality monitoring methods and techniques, soil moisture measurement procedures and water authority standards and procedures.)

 1. Access draining and collection systems
 2. Monitor supply of equipment and spare parts
 3. Record and report system performance status

- **RTE3607A - Measure irrigation delivery system performance (70 nominal hours)**
(This competency standard covers the process of measuring pressures, flows and distribution uniformity of an irrigation system. It requires the ability to record and report system performance, calculate pressure differentials, flow rates, plant/crop yields, estimated water usage/actual water usage and apply measuring and testing techniques. Measuring irrigation delivery system performance requires knowledge of soil water retention testing techniques, measuring and monitoring procedures for factors contributing to irrigation system delivery, and water authority standards and procedures.)

 1. Measure irrigation system performance
 2. Monitor supply of equipment and spare parts
 3. Record and report system performance status

- **RTE3608A - Monitor and operate water treatment process (70 nominal hours)**
(This competency standard covers the process of monitoring, operating, measuring, adjusting and reporting under limited supervision, water (including waste water) treatment performance and process control. It requires the ability to identify control system faults, use water sampling and testing techniques, prepare and apply chemical dosing, and record data. Monitoring and operating water treatment processes requires knowledge of water treatment and water filtration techniques, water quality monitoring methods and techniques, chemical dosing processes, and OHS procedures relating to the operation of machinery and the use of chemicals.)

 1. Monitor water treatment plant performance
 2. Control chemical use
 3. Operate and control water treatment processes
 4. Compile records

- **RTE3609A - Operate fertigation equipment (70 nominal hours)**
(This competency standard covers the process of operating fertigation equipment to deliver fertilisers via the irrigation system. It requires the ability to includes calculating and preparing fertigation materials, connecting, calibrating and operating the equipment, and monitoring and adjusting the delivery of fertilisers. Shut down, cleaning of equipment and disposal of waste are also included. Operating fertigation equipment requires knowledge of injection equipment, chemical handling procedures, cleaning procedures, environmental impacts of delivering fertilisers via the irrigation system, and OHS issues.)

 1. Prepare materials and equipment for operation
 2. Operate the fertigation process
 3. Shut down fertigation equipment

- **RTE3610A - Operate gravity-fed irrigation systems (50 nominal hours)**

(This competency standard covers the process of operating gravity fed (flood) irrigation systems including the use of pre-start checks, start-up, operation and inspection of the system, and shut down in response to irrigation indicators. It requires the ability to read and follow operations manual and irrigation schedules, check pressure at the headworks and control valves, and carry out running repairs on irrigation delivery and drainage systems. Operating gravity fed (flood) irrigation systems requires knowledge of main components of gravity fed irrigation systems, pump types and their operation, environmental impacts of irrigation, inspection procedures, soil/plant/water relationships, water requirements of plants/crops, shutdown sequences, and OHS, environmental and enterprise policies and procedures.)

1. Perform pre-start checks for gravity fed irrigation system
2. Start up and inspect system
3. Shut down system based on irrigation indicators

- **RTE3611A - Operate pressurised irrigation systems (50 nominal hours)**

(This competency standard covers the process of operating pressurised irrigation systems including the use of pre-start checks, start up-s, operation and inspection of the system, and shut down in response to irrigation indicators. It requires the ability to read and follow operation manual and irrigation schedules, measure and interpret flow rates and pressures, identify adverse environmental impacts of irrigation activities and take appropriate remedial action, and implement and follow relevant OHS and environmental policies and procedures. Operating pressurised irrigation systems, pump types and their operation, environmental impacts of irrigation, soil/plant/water relationships, and water requirements of plants/crops.)

1. Perform pre-start checks for pressurised irrigation system
2. Start up and inspect system
3. Shut down system based on irrigation indicators

- **RTE3612A - Implement a maintenance program for an irrigation system (50 nominal hours)**

(This competency standard covers the process of implementing a maintenance program for an irrigation system. It requires the ability to interpret an irrigation maintenance program, inspect irrigation system, record and report maintenance activities, test irrigation equipment, record results, undertake minor repairs of equipment, and dispose of unused or waste materials from site in an environmental safe sensitive manner. Implementing a maintenance program for an irrigation system requires knowledge of soil/plant/water relationships, environmental impacts of irrigation, irrigation system components, common operational and maintenance problems, and environmentally safe disposal procedures.)

1. Interpret an irrigation maintenance program
2. Inspect irrigation system
3. Record and report maintenance activities

- **RTE3714A - Maintain and monitor environmental work practices (50 nominal hours)**
(This competency standard covers the process of maintaining and monitoring positive environmental work practices. It requires the ability to recognise basic environmental hazards and threats. It includes the ability to follow and give workplace directions and instructions by communication accurately with supervisors and workplace colleagues, and to keep records. Maintaining and monitoring environmental work practices requires awareness of, and an ability to implement relevant environmental legislation, policies and workplace/industry practices. Effective methods of improving environmental performance and environmental issues especially in regard to water catchments, air, noise, ecosystems, habitat, efficient use of resources, sustainability and waste minimisation, are also necessary.)

 1. Maintain workplace environmental procedures
 2. Recognise and report on potential environmental threats
 3. Support continuous improvement of environmental work practices
 4. Maintain environmental records

- **RTE3801A - Provide on-job training support (60 nominal hours)**
(This competency standard covers the process of providing on-job training support within an enterprise. It requires the ability to identify needs, support and provide follow-up and support to learner with on-job training support. Providing on-job training support requires knowledge of adult learning principles, setting up on-job training support, approaches to on-job training support, resources required for on-job training support, reviewing and reporting on on-job training support and OHS issues related to on-job training support.)

 1. Identify needs for on-the-job training support
 2. Support on-the-job training
 3. Provide follow-up and support to learner

- **RTE3819A - Process customer complaints (60 nominal hours)**
(This competency standard covers the skills and knowledge required to handle negative feedback/complaints from customers, whether formal or informal. It would typically apply to that part of a persons role where he/she has responsibility for, or may be more concerned with the processing of customer service complaints. The work in this standard will be carried out with limited supervision within enterprise guidelines. This unit of competency is GCST03A from the Customer Service Generic Guideline Competencies. It has been customised for the Rural Production and Horticultural industries.)

 1. Respond to customer complaints
 2. Refer complaints

- **RTE3901A - Comply with industry quality assurance requirements (40 nominal hours)**
(This competency standard covers the process of complying with industry quality assurance requirements in the production of meat, milk or eggs. It requires the ability to implement quality assurance practices on food safety, quality, and animal welfare, biosecurity, implement standard operating procedures, and report problems that affect quality. Complying with industry quality assurance requirements requires knowledge of industry quality assurance requirements, animal production processes, Hazard Analysis Critical Control Point (HACCP) approach to quality assurance, and enterprise policies, guidelines and standard operating procedures relating to food safety, quality and animal welfare.)

 1. Implement quality assurance practices on food safety and quality, biosecurity and animal welfare
 2. Implement standard operating procedures
 3. Report problems that affect quality

- **RTE3904A - Keep records for a primary production business (60 nominal hours)**
(This competency standard covers the process of creating and maintaining physical records, preparing and processing basic financial transactions, establishing and maintaining a cashbook, and reconciling and preparing invoices within primary production businesses. Both the physical and financial records of the business are vital for use by management for planning purposes, meeting legislative requirements, and the efficient operation of the business on a daily basis. Work performed at this level requires a full range of well-developed skills where some discretion and judgement is required. One will take responsibility for own outputs and limited responsibility for the output of others.)

 1. Prepare and store physical records
 2. Process petty cash transactions
 3. Establish and maintain a cash book in accordance with organisational requirements
 4. Reconcile invoices for payment to creditors
 5. Prepare invoices for debtors

- **RTE3905A - Sell products and services (50 nominal hours)**
(This competency standard covers the process of selling products and services. It requires the application of knowledge and skills to interact with customers, identify customer needs, to seek advice from appropriate personnel as necessary, and to complete sales. The work in this standard will be carried out under supervision within enterprise guidelines.)

 1. Engage customer
 2. Sell products and services
 3. Maintain products

- **RTE3907A - Use hand-held e-business tools (70 nominal hours)**
(This competency standard covers the use of hand held tools for e-business. With the increasing use of information and communication technologies, the tools available to enhance business practices have expanded. The unit requires the application of knowledge and skills to use hand held business tools that apply information and communications technologies to the workplace.)

 1. Prepare hand held e-business tools for use
 2. Use hand held e-business tools
 3. Process business data

- **RTE3908A - Maintain and monitor feed stocks (60 nominal hours)**
(This competency standard covers the process of maintaining required quantities and quality of livestock feed stocks. It includes conducting a stocktake, placing orders with suppliers, and ensuring that storage areas and containers are maintained in a clean, pest-free condition. Overall progress may be checked periodically. The maintenance and monitoring of feed stocks will usually follow set routines, methods and procedures. Some discretion and judgement is required in the selection of equipment, materials and organisation of work. The outcomes should be achieved within specified timelines.)

 1. Determine quantities of stockfeed required
 2. Place orders with suppliers
 3. Receive feed into store
 4. Prepare and maintain feed storage area and containers

- **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

- **RTC3209A - Plan and construct conventional fencing (60 nominal hours)**

(This competency standard covers the functions required to plan and construct conventional fencing. 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 the application of skills and knowledge to identify and incorporate fencing needs and enterprise objectives into an efficient and cost-effective fence. It also requires the ability to match fencing requirements to the property's topography. It requires an awareness of workplace safety and environmental practices associated with maintenance activities. The work in this standard is likely to be carried out under routine supervision within enterprise guidelines.)

1. Determine fencing requirements
2. Prepare for construction
3. Construct conventional fence
4. Complete fencing operations

- **RTC3213A - Implement property improvement, construction and repair (70 nominal hours)**
(This competency standard covers the functions required to carry out maintenance and construction of improvements to properties. It requires the application of basic skills and knowledge to assess condition of structures and plan for new improvements. It requires an awareness of workplace safety and environmental practices associated with maintenance activities. The work is likely to be carried out under routine supervision within enterprise guidelines.)
 1. Assess property condition
 2. Prepare tools and equipment
 3. Carry out property improvements
 4. Complete maintenance and improvement activities

- **RTC3401A - Control weeds (70 nominal hours)**
(This competency standard covers the process of controlling weeds, taking into consideration integrated pest management options. Implementation is likely to be under limited supervision from others with checking only related to overall progress. Responsibility for and limited organisation of the work of others may be involved. Implementation requires the application of knowledge in areas such as weed recognition, biology and control, and the lifecycles of weed predators and hosts.)
 1. Assess weed infestation
 2. Plan the implementation of control procedures
 3. Implement control measures
 5. Monitor control methods

- **RTC3404A - Control plant pests, diseases and disorders (80 nominal hours)**
(This competency standard covers the process of controlling plant pests, diseases and disorders taking into consideration integrated pest management options. Implementation is likely to be under limited supervision from others with checking only related to overall progress. Responsibility for and limited organisation of the work of others may be involved. Implementation requires the application of knowledge in areas such as pests and diseases recognition, lifestyles, biology and control, and predators and hosts.)
 1. Assess pests and disease infestation
 2. Plan the implementation of control measures
 3. Implement control measures
 4. Monitor control methods

- **RTC3701A - Respond to emergencies (60 nominal hours)**
*(This competency standard covers the process of recognising and responding to emergencies and implementing a range of life support measures across a broad spectrum of situations/incidents. It requires the ability to accurately evaluate the emergency, avoid/control escalation of the emergency, efficiently implement a plan of action, and render first aid care. Responding to emergencies requires knowledge of Occupational Health and Safety legislation and regulations, the emergency network, and first aid casualty management principles. **Note: Element 5 and First Aid components of the underpinning knowledge in the Evidence Guide of this competency standard can be satisfied through successful completion of St John's Basic Life Support (Level 2) Certificate, the Australian Red Cross' Senior First Aid Certificate or equivalent.**)*

 1. Prepare for emergency situations
 2. Implement fire prevention and control on site and in the workshop
 3. Evaluate the emergency
 5. Act in an emergency

- **RTC3704A - Prepare and apply chemicals (70 nominal hours)**
(This competency standard covers the process of preparing and applying chemicals for the control of weeds, pests and diseases. It requires knowledge of the chemicals related to the workplace, the hazards and risks involved in their use, and the specific safety procedures prescribed for working unsupervised within organisational guidelines. It requires the ability to handle and apply chemicals ensuring minimum risk to self, others and environment and accurately record their use. 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. Determine the need for chemical use
 2. Prepare appropriate chemical
 3. Prepare to use chemicals according to the label and MSDS
 4. Apply chemicals
 6. Clean up following chemical application
 7. Record application details

- **RTC3705A - Transport, handle and store chemicals (50 nominal hours)**
(This competency standard covers the process of transporting, handling and storing chemicals safely without supervision. It requires minimising risks, including avoiding spills and accidents, and following procedures, safety and environment regulations, and Occupational Health and Safety (OHS) requirements to protect the health and safety of everyone in the workplace when handling chemicals. It requires knowledge of the chemicals used in the particular environment and the hazards involved in their handling and storage. 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 a chemical.)

 1. Transport and handle chemicals and biological agents
 2. Store chemicals in the workplace
 3. Record storage details

- **RTC3805A - Coordinate work site activities (70 nominal hours)**

(This competency standard covers the process of coordinating work site activities for small-scale projects. Responsibility may be for the basic direction and coordination of small groups working on a site remote from the main enterprise, small projects or parts of projects, or small areas within the enterprise. The coordination of work site activities is likely to be under limited supervision with checking only related to overall progress. Work site coordination requires the application of extensive agricultural, horticultural and/or conservation and land management knowledge, and a broad range of relevant skills. The work is usually done within routines, methods and procedures where some discretion and judgement is required in the selection of equipment, work organisation, services, actions, and achieving outcomes within time constraints.)

1. Prepare for work site activities
2. Organise resources
3. Coordinate and report on activities

- **RTC4701A - Implement and monitor the enterprise OHS program (70 nominal hours)**

(This competency standard covers the process of implementing and monitoring the enterprise OHS program. It requires the ability to provide information to the work group about OHS, facilitate the participation of workers, implement and monitor enterprise procedures for identifying hazards and assessing and controlling risks, dealing with emergencies and hazardous events, and maintain occupational health and safety records. Implementing and monitoring the enterprise OHS program requires knowledge of hazards in the workplace, relevant OHS legislation and Codes of Practice, risk control measures, hierarchy of risk control, and relevant enterprise management systems and procedures.)

1. Provide information about occupational health and safety
2. Facilitate the participation workers in OHS observance and decision-making
4. Implement and monitor enterprise procedures for identifying hazards and controlling risks
5. Implement workplace procedures for dealing with emergencies and hazardous events
6. Implement and monitor enterprise procedures for providing OHS training
7. Implement and monitor enterprise procedures for maintaining occupational health and safety records

- **RTD3507A - Undertake sampling and testing of water (70 nominal hours)**

(This competency standard covers the process of sampling and testing water quality as part of a monitoring program. It requires the ability to plan for sampling and testing, prepare equipment and resources, carry out sampling and testing and complete water sampling and testing activities. Sampling and testing water quality requires knowledge of monitoring schedules, hydrological cycle, water quality determinations and standards, principles of water quality control, sampling and testing methods and groundwater salinity.)

1. Plan for sampling and testing field work
2. Prepare equipment and resources
3. Carry out sampling and testing of water
4. Complete water sampling and testing activities

- **RTF3011A - Implement a plant establishment program (80 nominal hours)**

(This competency standard covers the installation and consolidation of planted areas as part of a horticultural, agricultural or land management tree and shrub planting program. Establishing a planted area is likely to be under limited supervision from others, with checking only related to overall progress. The work requires the application of plant knowledge with depth in some areas and a broad range of horticultural skills. Planting is normally done within routines, methods and procedures where some discretion and judgement are required in the selection of equipment and materials, organisation of work, and the achievement of outcomes within time and budgetary constraints. This unit excludes planting of sports and recreational turf, intensive plant crops and revegetation works.)

1. Prepare to establish a planted area
2. Coordinate establishment of the planted area
3. Prepare the planted area
5. Undertake planting operation
6. Monitor the plant establishment program
7. Complete program of works

- **RTF3012A - Implement a plant nutrition program (60 nominal hours)**

(This competency standard covers the process of implementing a plant nutrition program in the horticultural or agricultural industry. Implementing a plant nutrition program is likely to be under limited supervision from others, with checking only related to overall progress. The work is usually done within a program, routines, methods and procedures where some discretion and judgement is required in the selection of equipment and materials, organisation of work, services, actions, and the achievement of outcomes within time and budgetary constraints.)

1. Prepare for implementation of the plant nutrition program
2. Monitor soil pH
3. Determine nutritional problems in plants
4. Prepare to use fertilisers
5. Prepare application equipment
6. Apply specific product at appropriate rates

- **RTF3014A - Implement a propagation plan (90 nominal hours)**

(This competency standard covers the process of plant propagation by both sexual and asexual methods. Competency involves the application of knowledge and skills to a range of propagation tasks, such as the selection of suitable propagation material, selection and preparation of propagation media, and the application of preparatory treatments. The work is carried out within routine methods and procedures under limited supervision, with checking only related to overall progress. Some discretion and judgement is required in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.)

1. Prepare for propagation activities
2. Select propagation material
3. Prepare propagation media
4. Propagate plants
5. Complete propagation operations

- **RTF3033A - Implement a maintenance program for hydroponic systems (60 nominal hours)**

(This competency standard covers the process of implementing a maintenance program for hydroponic systems. This maintenance includes monitoring the health of the plants, the hydroponic environment, and the nutrient solution that is vital to the success of hydroponic farming. The implementation of a maintenance program is likely to be under limited supervision from others, with checking only related to overall progress. The maintenance and monitoring of hydroponic equipment and the growing environment is usually performed according to enterprise guidelines, and within established routines, methods and procedures. Some discretion and judgement may be required depending on what type of system is to be maintained.)

1. Monitor plant health
2. Monitor the hydroponic environment
3. Monitor nutrient solution
4. Perform routine maintenance checks
5. Complete monitoring activities

- **RTF3215A - Install hydroponic systems (60 nominal hours)**

(This competency standard covers the process of installing hydroponic systems. Hydroponic systems may be recirculating or non-recirculating, and may or may not use a growing medium. The installation of a hydroponic system is likely to be under limited supervision from others, with checking only related to overall progress and is usually done within established routines, methods and procedures. Equipment and materials are installed according to prepared design, layout plans and manufacturers specifications.)

1. Prepare for installation
2. Install a hydroponic system
3. Test and calibrate the system
4. Complete installation operations

- **RTF3216A - Install water features (60 nominal hours)**

(This competency standard covers the process of installing water features. These features may include waterfalls, ponds, waterways and fountains. They may be prefabricated water features as supplied by irrigation suppliers and garden centres, or they may be formed 'in situ' with the appropriate waterproof membrane and medium. The installation of water features is likely to be under limited supervision from others, with checking only related to overall progress and is usually done within established routines, methods and procedures. Some discretion and judgement may be required when it is determined what type of water feature is to be installed.)

1. Plan and prepare work
2. Set out and prepare the site
3. Install water feature and accessories
4. Check quality of work and clean up site

- **RTF3503A - Sample soils and analyse results (60 nominal hours)**
(This competency standard covers the process of carrying out soil sampling and interpreting the results as a foundation for further horticultural operations such as nutrition programs and irrigation scheduling. Carrying out soil sampling is likely to be under limited supervision from others and with checking only related to overall progress. Soil sampling at this level requires the application of horticultural knowledge and a range of horticultural skills. The work is usually done within routines, methods and procedures where some discretion and judgement is required in the selection of sites, equipment and materials, organisation of work, services, actions and the achievement of outcomes within time and budgetary constraints.)
 1. Prepare for oil sampling
 2. Determine soil characteristics by performing soil sampling
 3. Interpret results of soil sampling

- **BCC3002A - Conduct backhoe/loader operations (200 nominal hours)**
 1. Plan and prepare work
 2. Conduct pre-operational checks
 3. Read and interpret plans
 4. Operate backhoe/loader
 5. Apply concepts of road anatomy
 6. Apply knowledge of soil and rock types and their characteristics
 7. Attach, secure, lift, carry and place materials
 8. Carry out operator maintenance
 9. Select, remove and fit attachments
 10. Clean up

- **BCS3021A - Carry out levelling (21 nominal hours)**
(This unit applies to the use of levelling equipment to read, record and transfer levels for building related job applications.)
 1. Plan work activities
 2. Use levelling equipment
 3. Clean up

- **BSBADM305A - Create and use databases (20 nominal hours)**
(This unit covers the creation of simple data tables, forms, reports and queries to create a simple database that is used for storage and retrieval of information. This unit is related to BSBADM403A 'Develop and use complex databases')
 1. Use safe work practices
 2. Create simple databases
 3. Create simple database queries
 4. Use simple databases

- **BSBCMN206A - 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 BSBCMN305A 'Organise workplace information')
 1. Collect information
 2. Process workplace information
 3. Maintain information systems

- **BSBCMN213A - Produce simple word processed documents (60 nominal hours)**
(This Unit covers preparation and production of short routine letters, notes, memos and records using word processing software. This unit is related to BSBCMN107A 'Operate a personal computer', BSBCMN108A 'Develop keyboard skills' and BSBCMN306A 'Produce business documents')
 1. Use safe work practices
 2. Confirm document requirements
 3. Produce documents

- **BSBCMN214A - Create and use simple spreadsheets (20 nominal hours)**
(This unit covers creating and using simple spreadsheets and charts through the use of spreadsheet software. This unit is related to BSBCMN107A 'Operate a personal computer' and BSBCMN108A 'Develop keyboard skills')
 1. Use safe work practices
 2. Create simple spreadsheets
 3. Produce spreadsheets
 4. Produce simple charts

- **BSBCMN306A - Produce business documents (80 nominal hours)**
(This unit covers the skills and knowledge required to produce various business documents. It includes the skills and knowledge required to select and use a range of functions on a computer application. This unit relates to BSBCMN213A 'Produce simple word-processed documents' and BSBCMN405A 'Analyse and present research information'. Consider co-assessment with BSBCMN305A 'Organise workplace information')
 1. Select and prepare resources
 2. Design document
 3. Produce document

- **BSBCMN307A - Maintain business resources (20 nominal hours)**
(This Unit covers the skills and knowledge required to determine, administer and maintain resources and equipment to complete a variety of tasks. This unit is related to BSBCMN205A 'Use business technology', BSBCMN406A 'Maintain business technology' and BSBCMN407A 'Coordinate business resources')
 1. Advise on resource requirements
 2. Monitor equipment/resource usage and maintenance
 3. Acquire resources

- **BSBCM308A - Maintain financial records (60 nominal hours)**
(This Unit covers the maintenance of financial records for a business. It includes activities such as the maintenance of daily financial records, including reconciling debtors' and creditors' systems and preparing and maintaining a general ledger and preparing a trial balance. It also includes activities associated with the monitoring of cash control for accounting purposes. This unit is related to BSBCM207A 'Prepare and process financial/business documents' and BSBCM408A 'Report on financial activity')

 1. Maintain daily financial records
 2. Maintain general ledger
 3. Monitor cash control

- **BSBCM310A - Deliver and monitor a service to customers (35 nominal hours)**
(This Unit covers the skills and knowledge required to identify customers' needs and monitor a service provided to customers. This unit is related to BSBCM208A 'Deliver a service to customers' and BSBCM410A 'Coordinate implementation of customer service strategies')

 1. Identify customers' needs
 2. Deliver a service to customers
 3. Monitor and report on service delivery

- **BSBEBUS302A - Use and maintain electronic mail system (20 nominal hours)**
(This unit has been developed for the Business Services Training Package and customised for the agriculture and horticulture industries. This unit covers sending and receiving email correspondence via the internet, intranets or extranets. Email is a valuable business tool in the agriculture and horticulture industries. It is important that employers and employees are able to send, receive and process email as part of good business practice.)

 1. Assess and organise electronic mail
 2. Initiate and respond to electronic mail
 3. Maintain housekeeping system

- **BSBEBUS303A - Participate in a virtual community (20 nominal hours)**
(This unit covers participation in a virtual business community built around a common interest / area of business. This unit is related to BSBEBUS403A Communicate electronically and BSBEBUS508A Build a virtual community. Consider co-assessment with BSBEBUS310A Work effectively as an off-site e-worker.)

 1. Investigate virtual communities
 2. Join a virtual community
 3. Contribute to a virtual community

- **BSBEBUS304A - By online (15 nominal hours)**
(This unit covers the identification and assessment of suppliers, the purchase of goods and services online and recommendations for future provision of goods and/ or services. This unit is related to BSBEBUS404A Trade online. Consider co-assessment with BSBEBUS305A Sell online and BSBEBUS306A Make payments online.)

 1. Identify supplier/s
 2. Make online purchases
 3. Review online purchasing

- **ICAITU211A - Operate accounting applications (15 nominal hours)**
(This unit defines the competency required to operate common accounting software packages in order to maintain enterprise financial records. The project lifecycle and the IT methodology employed will determine which particular units of competency are relevant to this unit, some include the Project Management, Implementation, Support, the teamwork functional areas and documentation)
 1. Software is customised and enterprise data created
 2. Transactions are recorded and tracked as required
 3. Reports are generated as required

- **ICAITU133A - Send and receive information over the internet using browsers and email (25 nominal hours)**
(This unit defines the competency required to complete basic web search tasks and send and receive emails with attachments. This unit of competence is a fundamental skill required for using IT in any environment. Other fundamental units of competence include ICAITU129A 'Operate a word processing application', ICAITU130A 'Operate a spreadsheet application', ICAITU131A 'Operate a database application', ICAITU132A 'Operate a presentation package', ICAITU128A 'Operate a personal computer'.)
 1. Access the Internet
 2. Search the Internet
 3. Send and organised messages
 4. Create an address book

- **MEM9.3AA - Prepare basic engineering drawing (80 nominal hours)**
 1. Identify drawing requirements
 2. Prepare or make changes to engineering drawing
 3. Prepare engineering parts list

- **PRDSSA29A - Advise client on sale and purchase alternatives (25 nominal hours)**
(This unit has application where a client requires service in both selling and buying livestock where one of a number of systems may be used. There are close links with those units that deal with the various methods of sale including auction, private treaty, tender and electronic.)
 1. Determine client's needs
 2. Give background information
 3. Recommend course of action
 4. Take instructions

- **PRDSSA30A - Select stock for sale (40 nominal hours)**
(This unit applies where a commitment to sell has been received from a client and the auction system will be used.)
 1. Have stock provided for inspection
 2. Inspect, assess and draft stock
 3. Obtain commitment to sell
 4. Arrange transport
 5. Draw order of sale and penning

- **PRDSSA31A - Prepare stock for sale (15 nominal hours)**
(This unit has application to those sales where delivery to saleyards is required as part of the selling process.)
 1. Take delivery at yards
 2. Draft and pen stock

- **TDTR298B - Source goods/services and evaluate contractors (30 nominal hours)**
(This unit involves the skills and knowledge required to source goods/materials/services and evaluate contractors including analysing supply requirements, and evaluating and selecting appropriate potential contractor(s).)
 1. Analyse supply requirements
 2. Evaluate potential contractors

- **TDTA2097B - Replenish stock (20 nominal hours)**
(This unit involves the skills and knowledge required to replenish stock in accordance with workplace requirements including participating in stock rotation activities, interpreting and filling replenishment requests, and completing all required stock replenishment tasks.)
 1. Participate in stock rotation activities
 2. Interpret and fill replenishment request
 3. Complete stock replenishment

Group C Units

Conservation and Land Management

- **RTD1501A - Support natural area conservation (15 nominal hours)**
(This unit covers the process of supporting conservation under supervision in parks, natural areas, agricultural lands, or areas undergoing rehabilitation. It requires the ability to prepare materials, tools and equipment for conservation work, undertake conservation activities, store and stockpile materials, and clean up of conservation work. Supporting conservation work required knowledge of tools and equipment used in conservation work, revegetation techniques including planting, direct seeding, assisted natural revegetation, protection of remnant vegetation, maintenance tasks for conservation area, common bushland weeds, personal protective equipment, team work, and following instruction and techniques for cleaning a site and disposing of debris.)
 - Prepare materials, tools and equipment for conservation work
 - Undertake conservation work as directed
 - Store and stockpile materials
 - Clean up on completion of conservation work
- **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

- **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