

## Packaging of Competency Standards for Vocational Qualifications

### CCAGDF1004 CVQ Level 1 – Dairy Farming Operations

Unit Code	Unit Title	Mandatory/ Elective
AG00001	Transport Physical Resources within Work Area	Mandatory
AG00167	Prepare and Maintain Livestock Accommodation	Mandatory
AG00169	Establish Livestock within Accommodation	Mandatory
AG00168	Transfer Livestock to Another Location	Mandatory
AG00170	Provide Feed and Water for Livestock	Mandatory
AG00171	Maintain Healthy Performance of Livestock	Mandatory
AG00172	Select and Prepare Livestock for Transfer	Mandatory
AG01000	Maintain Safe and Effective Working Practices	Mandatory
AGGCOR0031A	Plan and Organise Work	Mandatory
AGGCOR0101A	Carry Out Measurement and Calculations	Mandatory

## AG00001

## Transport Physical Resources within Work Area

## Unit Descriptor:

This unit deals with the skills and knowledge required for transporting physical resources within the work area. The candidate must be able to load and unload physical resources safely and efficiently, and transport the physical resources within the work area.

**ELEMENTS****PERFORMANCE CRITERIA**

Candidates must be able to:

- |   |                                    |     |   |
|---|------------------------------------|-----|---|
| 1 | Load and unload physical resources | 1.1 | Wear appropriate personal protective equipment when loading and transporting physical resources   |
|   |                                    | 1.2 | Identify physical resources requiring transportation from supervisor's instructions   |
|   |                                    | 1.3 | Undertake lifting and climbing operations according to industry procedures  |
|   |                                    | 1.4 | Use lifting equipment for moving heavy and bulky items in accordance with supervisor's instructions and industry procedures                     |
|   |                                    | 1.5 | Position and secure physical resources in a manner which protects them from damage and contamination while preventing injury to self and others |
|   |                                    | 1.6 | Maintain and store lifting equipment according to organizational procedures   |
| 2 | Transport physical resources       | 2.1 | Operate transportation equipment in accordance with supervisor's instructions and industry requirements   |
|   |                                    | 2.2 | Transport physical resources to the assigned location, using the appropriate manoeuvres to minimize damage                                      |
|   |                                    | 2.3 | Monitor the condition of physical resources during transit  |
|   |                                    | 2.4 | Maintain and store transportation equipment according to organizational procedures  |

**RANGE STATEMENT**

Personal protective equipment includes:

- coveralls
- steel-tip boots
- gloves
- helmet
- goggles

Physical resources includes:

- products
- equipment
- materials/supplies
- liquids

## UNDERPINNING KNOWLEDGE & SKILLS

Candidates must know:

1. how to identify appropriate items for transportation
2. what are the safe lifting techniques and how to correctly use lifting equipment
3. how to undertake safe lifting and climbing operations
4. what are the techniques for securing items in transit
5. what are the health and safety requirements of the task
6. what are the limits on responsibility when loading, unloading and transporting physical resources
7. when to use different lifting techniques

## EVIDENCE GUIDE

### (1) Critical Aspects of Evidence

Evidence should include the ability to:

- load and unload physical resources safely
- undertake lifting and climbing operations according to industry procedures
- protect physical resources from damage
- transport physical resources to the assigned locations
- maintain and store equipment according to organizational procedures
- operate lifting and transportation equipment according to supervisor's instructions and industry requirements

### (2) Method of Assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.

### (3) Context of Assessment

This unit must be assessed on the job. The competencies covered by this unit would be demonstrated by an individual working as part of a team. The assessment environment should not disadvantage the candidate

**AG00167: Prepare and Maintain Livestock Accommodation****Unit Descriptor:**

This unit deals with the skills and knowledge required for preparing and maintaining livestock accommodation. It describes the work expectations associated with preparing livestock accommodation and maintaining livestock accommodation.

**ELEMENTS****PERFORMANCE CRITERIA**

Candidates must be able to:

- |   |                                  |     |  |
|---|----------------------------------|-----|--|
| 1 | Prepare livestock accommodation  | 1.1 | Wear suitable personal protective equipment when preparing and maintaining livestock accommodation |
|   |                                  | 1.2 | Prepare and maintain equipment, tools and materials required for livestock accommodation           |
|   |                                  | 1.3 | Follow cleaning routine in accordance with supervisor's instructions                               |
|   |                                  | 1.4 | Prepare accommodation so that it is safe and secure for livestock                                  |
|   |                                  | 1.5 | Dispose of waste according to established workplace procedures                                     |
|   |                                  | 1.6 | Report any hazards identified, to the supervisor immediately                                       |
| 2 | Maintain livestock accommodation | 2.1 | Maintain accommodation in a safe and clean condition for livestock                                 |
|   |                                  | 2.2 | Replenish materials and supplies as required by livestock  |
|   |                                  | 2.3 | Clean tools and equipment and maintain according to established workplace procedures               |
|   |                                  | 2.4 | Store equipment safely and securely in the assigned location                                       |

**RANGE STATEMENT**

Personal protective equipment includes:

- coveralls
- steel tip boots
- gloves

Equipment, tools and materials include:

- stanchions
- feeding equipment
- water equipment
- bedding materials
- cleaning tools and equipment
- fencing tools and equipment

## UNDERPINNING KNOWLEDGE & SKILLS

Candidates must know:

1. what are the appropriate cleaning routines for the animal species concerned
2. what equipment, tools and materials are required for preparing livestock accommodation
3. how to maintain and store tools and equipment
4. how to clean livestock accommodation
5. how to recognize and safely dispose of organic and inorganic waste
6. what are the potential hazards that may arise in livestock accommodation
7. how to maintain livestock accommodation in a safe and clean condition

## EVIDENCE GUIDE

### (1) Critical Aspects of Evidence

Evidence should include the ability to:

- carry out cleaning routines according to supervisor's instructions
- dispose of waste according to established workplace procedures
- maintain accommodation in a safe and clean condition
- replenish materials and supplies for livestock when required
- clean and store tools and equipment according to established workplace procedures

### (2) Method of Assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.

### (3) Context of Assessment

This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate.

## AG00169: Establish Livestock within Accommodation

### Unit Descriptor:

This unit deals with the skills and knowledge required for establishing livestock within their accommodation. It describes the work expectations associated with establishing livestock in their accommodation and monitoring livestock in their accommodation.

### ELEMENTS

### PERFORMANCE CRITERIA

Candidates must be able to:

- |   |  |     |   |
|---|--|-----|---|
| 1 | Establish livestock in their accommodation | 1.1 | Wear suitable personal protective equipment when establishing livestock in their accommodation                            |
|   |  | 1.2 | Check that the equipment, materials and accommodation are suitable for reception of the livestock, prior to their arrival |
|   |  | 1.3 | Handle and move the livestock correctly and safely, according to supervisor's instructions                                |
|   |  | 1.4 | Introduce livestock into the accommodation in a way that minimizes stress and maintains their health and welfare          |
|   |  | 1.5 | Deal with any difficulties arising according to established workplace procedures  |
| 2 | Monitor livestock in their accommodation   | 2.1 | Monitor the livestock carefully, to ensure their on-going health and welfare is maintained                                |
|   |  | 2.2 | Monitor environmental conditions carefully to ensure that they promote the health and well-being of livestock             |
|   |  | 2.3 | Adjust and replenish materials as required by the livestock   |
|   |  | 2.4 | Report problems that cannot be dealt with to the supervisor immediately   |

### RANGE STATEMENT

Personal protective equipment includes:

- coveralls
- steel tip boots
- gloves

Equipment and materials include:

- stanchions
- bedding materials
- feeding equipment
- water equipment

## UNDERPINNING KNOWLEDGE & SKILLS

Candidates must know:

1. what are the appropriate livestock accommodations for each type of animal
2. what environmental conditions do livestock need within their accommodation to maintain their health and well-being
3. what is the relationship between maintaining animals accommodation and promoting animal health and well-being
4. what are the procedures for checking the suitability of livestock accommodation
5. what are the methods of handling livestock safely
6. how to recognize stress, normal and abnormal behaviour within livestock

## EVIDENCE GUIDE

### (1) Critical Aspects of Evidence

Evidence should include the ability to:

- check equipment, materials and accommodation to ensure it is suitable for livestock
- handle and move livestock safely and correctly
- introduce livestock into the accommodation in a way that minimizes stress and maintains their health and welfare

### (2) Method of Assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.

### (3) Context of Assessment

This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate.

## AG00168: Transfer Livestock to Another Location

### Unit Descriptor:

This unit deals with the skills and knowledge required for transferring livestock to another location. It describes the work expectations associated with herding livestock from one location to the next, as well as, loading and unloading livestock for transport.

### ELEMENTS

### PERFORMANCE CRITERIA

Candidates must be able to:

- |   |  |     |  |
|---|--|-----|--|
| 1 | Herd livestock from one location to the next | 1.1 | Wear suitable personal protective equipment when moving livestock  |
|   |  | 1.2 | Approach livestock quietly calmly, according to workplace procedures, to ensure that they are not startled |
|   |  | 1.3 | Handle and restrain livestock according to industry procedures   |
|   |  | 1.4 | Move livestock to the assigned place and re-establish them as instructed by the supervisor                 |
|   |  | 1.5 | Monitor livestock during transport to maintain their health and wellbeing                                  |
|   |  | 1.6 | Report problems to the supervisor as soon as possible  |
| 2 | Load and unload livestock for transport      | 2.1 | Prepare livestock to be transported according to supervisor's instructions                                 |
|   |  | 2.2 | Prepare the transport vehicle and ensure it is safe for livestock  |
|   |  | 2.3 | Load livestock according to supervisor's instructions  |
|   |  | 2.4 | Unload livestock according to supervisor's instructions  |
|   |  | 2.5 | Establish livestock in the new area as instructed by the supervisor  |

### RANGE STATEMENT

Personal protective equipment includes:

- coveralls
- steel tip boots
- gloves



## UNDERPINNING KNOWLEDGE & SKILLS

Candidates must know:

1. how to approach and handle livestock correctly
2. how to move and establish livestock in new areas safely
3. what conditions are required to maintain the health and wellbeing of livestock during transport
4. how to recognize and respond to concerns about livestock's health and behaviour
5. how to prepare livestock for loading and unloading
6. how to prepare the transport vehicle for livestock including: cleanliness, health and safety, security and removal of hazards
7. how to load and unload livestock safely and properly

## EVIDENCE GUIDE

### (1) Critical Aspects of Evidence

Evidence should include the ability to:

- handle and restrain livestock according to industry procedures
- move livestock to assigned place and re-establish them following supervisor's instructions
- prepare livestock to be transported according to instructions
- prepare livestock vehicle to ensure its safe for livestock
- load and unload livestock according to supervisor's instructions

### (2) Method of Assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.

### (3) Context of Assessment

This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate.

## AG00170: Provide Feed and Water for Livestock

### Unit Descriptor:

This unit deals with the skills and knowledge required for providing feed and water for livestock. It describes the work expectations associated with preparing feed and water supplies and monitoring and maintaining the supply of feed and water to livestock.

### ELEMENTS

Candidates must be able to:

### PERFORMANCE CRITERIA

- |   |  |     |  |
|---|--|-----|--|
| 1 | Prepare feed and water supplies for livestock                  | 1.1 | Wear suitable personal protective equipment when providing feed and water to livestock                                     |
|   |  | 1.2 | Select feed in accordance with the dietary instructions supplied by the supervisor   |
|   |  | 1.3 | Prepare feed correctly according to established workplace procedures   |
|   |  | 1.4 | Maintain adequate feed levels in hygienic conditions   |
|   |  | 1.5 | Check that feed and water equipment is functioning well and are ready for use  |
|   |  | 1.6 | Complete records accurately according to workplace procedures  |
| 2 | Monitor and maintain the supply of feed and water to livestock | 2.1 | Supply feed to livestock according to established workplace procedures   |
|   |  | 2.2 | Supply clean, fresh water to the animals according to their needs  |
|   |  | 2.3 | Report concerns, related to the feeding and drinking habits of animals, to the supervisor immediately                      |
|   |  | 2.4 | Monitor the condition of feed and water and take the appropriate action when problems occur                                |
|   |  | 2.5 | Clean and maintain feed and water equipment according to established workplace procedures                                  |
|   |  | 2.6 | Dispose of waste from the feeding and watering systems safely and correctly, according to established workplace procedures |

## RANGE STATEMENT

Personal protective equipment includes:

- coveralls
- steel tip boots
- gloves

Feed includes:

- forage
- supplemental ration

Feed and waters condition includes:

- mold
- insects
- contaminants

Selecting feed includes:

- feed type
- quantity of feed
- quality of feed

Equipment includes:

- manual
- mechanical

## UNDERPINNING KNOWLEDGE & SKILLS

Candidates must know:

1. what are the types, quantity and quality of feed required for the class of livestock
2. what are the correct methods for supplying feed and maintaining adequate levels
3. how to prepare feed for livestock
4. what are the reasons for checking the condition of feed and water
5. what are the methods of cleaning and maintaining feeding and watering equipment in a fit condition
6. what is the importance of ensuring all livestock have access to feed and water
7. how to identify normal feeding and drinking behaviour of livestock and the potential reasons for changes in consumption
8. how to use and store equipment correctly
9. what are the correct methods for disposing of organic and inorganic feed waste

## EVIDENCE GUIDE

### (1) Critical Aspects of Evidence

Evidence should include the ability to:

- select feed according to dietary instructions
- prepare feed according to established workplace procedures
- supply feed to livestock according to established workplace procedures
- supply water to livestock as required
- clean and maintain equipment according to established workplace procedures
- dispose of waste according to established workplace procedures

### (2) Method of Assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.

**(3) Context of Assessment**

This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate.

## AG00171: Maintain Healthy Performance of Livestock

### Unit Descriptor:

This unit deals with the skills and knowledge required for maintaining the healthy performance of livestock. It describes the work expectations associated with monitoring the health and well being of livestock and delivering basic recommended treatment to livestock.

### ELEMENTS

Candidates must be able to:

### PERFORMANCE CRITERIA

1	Monitor the health and well being of livestock	1.1	Wear suitable personal protective equipment when handling livestock
		1.2	Inspect livestock for signs of ill health and general well being
		1.3	Report signs of ill-health to the supervisor immediately
		1.4	Deal with livestock showing signs of ill health, as instructed by the supervisor
		1.5	Check livestock for presence of external parasites
		1.6	Summon assistance immediately for any livestock health emergency
		1.7	Complete health records accurately according to established workplace procedures
		1.8	Dispose of waste safely and correctly according to established workplace procedures
2	Deliver basic recommended treatment to livestock	2.1	Use drugs safely and correctly, as instructed by the supervisor
		2.2	Report any difficulties, in administering treatments, immediately to the supervisor
		2.3	Complete records of the treatment accurately, according to established workplace procedures
		2.4	Observe livestock after treatments and report concerns immediately to the supervisor

### RANGE STATEMENT

Personal protective equipment include:

- coveralls
- boots
- gloves

Signs of ill health include:

- physical abnormality
- withdrawal from feed and water
- behavioural changes

External parasites include:

- ticks
- flies
- mites
- vampire bats
- maggots

Treatments includes:

- preventative
- prescriptive

## UNDERPINNING KNOWLEDGE & SKILLS

Candidates must know:

1. how to identify the signs of ill health and injuries in livestock
2. what are the different methods of treating livestock to maintain their health and wellbeing
3. how to administer treatment
4. what concerns could arise after treatment
5. how to identify the presence of parasites
6. how to keep accurate health records

## EVIDENCE GUIDE

### (1) Critical Aspects of Evidence

Evidence should include the ability to:

- check livestock for presence of external parasites
- dispose of waste according to established workplace procedures
- use drugs safely as instructed by the supervisor
- clean and store equipment according to organizational requirements

### (2) Method of Assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.

### (3) Context of Assessment

This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate.

## AG00172: Select and Prepare Livestock for Transfer

### Unit Descriptor:

This unit deals with the skills and knowledge required for selecting and preparing livestock for transfer. It describes the work expectations associated with selecting livestock and preparing livestock for transfer.

### ELEMENTS

### PERFORMANCE CRITERIA

Candidates must be able to:

- |   |                                |     |   |
|---|--------------------------------|-----|---|
| 1 | Select livestock               | 1.1 | Wear suitable personal protective equipment when moving livestock   |
|   |                                | 1.2 | Prepare the work area according to supervisor's instructions  |
|   |                                | 1.3 | Select the livestock as instructed by the supervisor  |
|   |                                | 1.4 | Assess livestock condition and select livestock in accordance with supervisor's instructions                        |
|   |                                | 1.5 | Collect the selected livestock and move them to the specified location  |
|   |                                | 1.6 | Handle the livestock according to industry procedures   |
|   |                                | 1.7 | Monitor all livestock effectively to ensure they remain in an optimum condition                                     |
|   |                                | 1.8 | Complete all relevant selection records accurately according to established workplace procedures                    |
| 2 | Prepare livestock for transfer | 2.1 | Identify livestock for transfer in accordance with supervisor's instructions  |
|   |                                | 2.2 | Gather the selected livestock in the specified area for transfer  |
|   |                                | 2.3 | Identify any animal that do not meet the supervisor's specifications and report to the supervisor immediately       |
|   |                                | 2.4 | Complete records relating to the transfer of the livestock accurately according to established workplace procedures |
|   |                                | 2.5 | Identify any contingencies that prevent the transfer of the livestock and report to the supervisor                  |
|   |                                | 2.6 | Prepare the site according to supervisors instructions  |

## RANGE STATEMENT

Personal protective equipment include:

- coveralls
- steel tip boots
- gloves

## UNDERPINNING KNOWLEDGE & SKILLS

Candidates must know:

1. how to prepare the area and equipment for the livestock concerned
2. how are livestock collected and restrained
3. what are the appropriate methods for moving the livestock
4. what are the correct methods for handling and treating livestock
5. how to identify livestock for transfer
6. how to prepare the livestock for transfer and the reasons why

## EVIDENCE GUIDE

### (1) Critical Aspects of Evidence

Evidence should include the ability to:

- prepare work area to be used as instructed by the supervisor
- assess livestock condition accurately
- select and move livestock according to supervisor's instructions
- handle livestock according to industry procedures
- gather livestock in the assigned location
- identify livestock that does not meet supervisor's specifications

### (2) Method of Assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.

### (3) Context of Assessment

This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate.



## AG01000

## Maintain Safe and Effective Working Practices

## Unit Descriptor:

This unit deals with the skills and knowledge required for maintaining health and safety and maintaining effective working relationships in all work contexts. It is also a requirement of all individuals that they are able to work effectively and efficiently with colleagues and supervisors.

**ELEMENTS****PERFORMANCE CRITERIA**

Candidates must be able to:

1	Maintain the safety of self and others when working	1.1	Use recommended personal protective equipment when working
		1.2	Check all equipment and tools to ensure that they are in a good working condition prior to use
		1.3	Handle and lift equipment according to industry procedures
		1.4	Use equipment, tools and materials safely according to manufacturer's instructions
		1.5	Return equipment, tools and materials to storage facility after use
		1.6	Keep work area tidy by following the organization's pre-determined clean up routine
		1.7	Contain and dispose of waste according to organizational procedures
		1.8	Work in a manner which minimises damage to the environment, self and others
2	Maintain effective working relationships	2.1	Communicate clearly and effectively with others
		2.2	Co-operate with others in accordance with required procedures
		2.3	Report problems to the appropriate personnel in a timely manner

**RANGE STATEMENT**

Personal protective equipment includes:

- coveralls/coats
- boots/closed shoes
- gloves
- helmet
- goggles

## UNDERPINNING KNOWLEDGE & SKILLS

Candidates must know:

1. what are the risks to health and safety and the measures to be taken to control those risks in your area of work
2. what personal protective gears and clothing should be used
3. what is the importance of using safe lifting techniques
4. what are the correct and safe ways to use materials, tools and equipment required for your work
5. what are the safe areas for storage of equipment, tools and materials
6. what are the safe disposal methods for waste
7. how to minimize environmental damage during work
8. how to deal with minor disruptions at work
9. why effective working relationships are important and how to work effectively with others
10. what are the reasons why effective communication is important
11. what are the limits of responsibility in the workplace

## EVIDENCE GUIDE

### (1) Critical Aspects of Evidence

Evidence should include the ability to:

- follow all safety regulations when working
- check all tools and equipment to ensure they are in good working condition
- use/operate tools, equipment and materials according to manufacturer's instructions
- store tools, equipment and materials according to organizational procedures
- perform all tasks according to organizational procedures
- dispose of waste according to organizational procedures
- report, communicate and cooperate with others according to organizational procedures

### (2) Method of Assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.

### (3) Context of Assessment

This unit must be assessed on the job. The competencies covered by this unit would be demonstrated by an individual working as part of a team. The assessment environment should not disadvantage the candidate.

**AGGCOR0031A: Plan and organise work**

## Competency Descriptor:

This unit deals with the skills and knowledge required to keep the workplace place including workshops, tool sheds and planted areas tidy and safely maintained. This unit describes the daily planning that is required of workers in regard to work duties. It includes the organisation of tools and equipment and the recording of information about the job at hand.

Competency Field: Agriculture

**ELEMENT OF COMPETENCY PERFORMANCE CRITERIA**

1. Communicate verbally within the workplace	1.1	Interpretation is consistent with the schedule and tasks defined.
	1.2	A number of work activities are integrated.
	1.3	Priorities are established consistent with workplace requirements.
2. Plan and manage time	2.1	Arrival at the workplace at the allocated time in punctual.
	2.2	Workplace activities, allocated tasks and workplace priorities are discussed with the supervisor.
	2.3	A daily schedule for completing activities and allocated tasks is drawn up including priorities, allocated start times, estimation of completion times and materials, equipment and assistance required for completion.
	2.4	Work time and personal time are allocated to appropriate work and study situations.
3. Respond to problems as they arise	3.1	Priorities are established consistent with workplace requirements.
	3.2	Response maintains a quality outcome, minimizes impact on work schedules and reflects accurate knowledge of products and processes used in the workplace.



## RANGE STATEMENT

The Range Statement provides advice to interpret the scope and context of this unit of competency, allowing for differences between enterprises and workplaces. It relates to the unit as a whole and facilitates holistic assessment. The following variables may be present for this particular unit.

Work activities may include:

- daily routines, periodic routines, ad hoc activities.

Problems which may arise include:

- colleague absence
- personal illness
- emergency situations
- natural disasters

Legislation, codes and national standards relevant to the workplace may include:

- Labour laws of Jamaica.
- Pesticide control authority regulations.
- Occupational Health & Safety (OHS).
- Hygiene requirements.
- First Aid regulations/requirements.

## EVIDENCE GUIDE

Competency is to be demonstrated by the ability to plan and organize assigned tasks.

### (1) Critical Aspects of Evidence

- evidence should include a demonstrated ability to consistently follow supervisor's instructions
- plan and organise assigned tasks to the level acceptable by the enterprise
- report and record within established routines using methods and procedures that are predictable

### (2) Pre-requisite Relationship of Units

- AGGCOR0001A Meet industry requirement
- AGGCOR0021A Observe workplace health and safety requirement
- AGGCOR0051A Follow in emergency

**(3) Underpinning Knowledge and Skills**Knowledge

Knowledge of:

- products and processes used in the workplace
- time management skills
- enterprise's policy for using and storing tools
- verbal and non-verbal communication skills
- how to complete forms
- basic report writing
- problem solving skills
- estimate duration of time to perform assigned tasks

Skills

The ability to:

- interpret work schedules
- organize materials and equipment
- respond to problems as they arise
- prepare work plan
- follow instructions

**(4) Resource Implications**

- written or verbal instructions
- work activity within worker's span of responsibility
- relevant tools and equipments

**(4) Method of Assessment**

This unit of competency may be assessed in conjunction with other units.

To achieve consistency of performance, evidence should be collected over a set period of time, which is sufficient to include dealings with an appropriate range and under a variety of situations.

**(6) Context of Assessment**

This unit must be assessed through practical demonstration on-the-job or in a simulated farm/nursery/agriculture-merchandising environment.

The underpinning knowledge may be assessed off-the-job with the use of written or verbal items inclusive of short answer, extended essay items project or portfolio.

**CRITICAL EMPLOYABILITY SKILLS**

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualification Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> <li>Carries out established processes</li> <li>Makes judgement of quality using given criteria</li> </ul>	<ul style="list-style-type: none"> <li>Manages process</li> <li>Selects the criteria for the evaluation process</li> </ul>	<ul style="list-style-type: none"> <li>Establishes principles and procedures</li> <li>Evaluates and reshapes process</li> <li>Establishes criteria for evaluation</li> </ul>

Collecting, analysing and organising ideas and information	Level 1	
Communicating ideas and information	Level 1	
Planning and organising activities	Level 1	
Working with others and in teams	Level 1	
Use mathematical ideas & techniques	Level 1	
Solve problems	Level 1	
Using technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

**AGGCOR0101A: Carry out measurement and calculations**

## Competency Descriptor:

This unit deals with the skills and knowledge required to perform related calculations and applies to all individuals working in the agriculture industry.

Competency Field: Agriculture

ELEMENT OF COMPETENCY		PERFORMANCE CRITERIA	
1.	Apply the four basic rules of calculation	1.1	Simple calculations are correctly performed using the four basic arithmetic rules- addition, subtraction, multiplication and division.
		1.2	An understanding of the concept of angles is correctly demonstrated.
		1.3	Simple calculation involving time, volume and length are correctly calculated.
2.	Perform basic calculations involving fractions and decimals	2.1	Simple calculations are performed involving fractions and decimals.
3.	Perform basic calculations involving percentages	3.1	Simple calculations involving profit and loss and discounts are correctly performed.
4.	Perform basic calculations involving proportions	4.1	Simple calculations involving ratios are correctly performed.
5.	Use measurement instruments	5.1	Measurement taken to 100 % accuracy.
		5.2	Used measurement instruments according to manufacturer's/supervisor's instructions
		5.3	Observed indicator lines and/or manufacturer's and supervisor's instructions when using pre-measured products.



## RANGE STATEMENT

Calculations may be mental/using pen and paper/calculator/cash register. All problems should have appropriate applications to the agriculture industry and relate to the normal operation in this environment.

Calculations may include:

- ratio and proportion
- percentages – profit and loss, discounts
- fractions and decimals
- addition and subtraction eg. stock count
- time intervals

## EVIDENCE GUIDE

Competency is to be demonstrated by individual computations in accordance with the performance criteria and as related to the work environment.

### (1) Critical Aspects of Evidence

This unit could be assessed alone or in conjunction with any other units addressing the safety, materials handling, recording and reporting; associated with the computations being performed or other units requiring the exercise of the skills and knowledge covered by this unit.

During assessment the individual will:

- take responsibility for the quality of their own work
- perform computations in accordance with standard principles
- perform computations accurately
- use accepted mathematical procedures, practices, processes and workplace procedures

### (2) Pre-requisite Relationship of Units

- Nil



**(3) Underpinning Knowledge and Skills**Knowledge

Knowledge of:

- numbers and basic arithmetic operations
- percentages
- fractions and decimals
- ratio and proportion
- costing
- interpretation of measurement and calculations
- data relative to the agriculture industry
- basic measurement of angles
- basic stock valuation

Skills

The ability to:

- measure using specified instruments
- interpret measurements and calculations
- perform work related calculations
- communicate effectively
- calculate mentally
- use calculate and/or cash register
- count stock

**(4) Resource Implications**

The candidate will be provided with:

- all tools, equipment, materials and documentation required where necessary
- any relevant workplace procedures
- any relevant product, manufacturing specifications and or prices
- any relevant codes, standards, manuals and reference materials or tables

**(5) Method of Assessment**

The candidate will be required to orally, or in writing or by any other methods of communication:

- Answer questions put by the assessor.

Assessor must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge.

**(6) Context of Assessment**

This unit may be assessed on the job, off the job or a combination of both. The competencies covered by this unit should be demonstrated by an individual working alone. The assessment environment should not disadvantage the candidate.

**CRITICAL EMPLOYABILITY SKILLS**

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualification Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
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Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 2	
Plan and organise activities	Level 1	
Work with others and in team	Level 1	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.