



Australian Government

AHCSS00063 Production Horticulture Administration Officer Skill Set

Release: 1

AHCSS00063 Production Horticulture Administration Officer Skill Set

Modification History

Release	TP Version	Comments
1	1.0	Initial release

Description

Pathways Information

These units provide credit towards a Certificate III in Production Horticulture.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

Complete 4 units of competency.

Unit Code	Unit Title
BSBFIA302	Process payroll
BSBITU304	Produce spreadsheets
BSBWHS302	Apply knowledge of WHS legislation in the workplace
SIRRINV001	Receive and handle retail stock

Target Group

Individuals working as administration officers in the production horticulture sector

Suggested words for Statement of Attainment

These competencies meet the industry requirements for administration officers working in the production horticulture sector.