



Australian Government

AHCNSY309 Receive and dispatch nursery products

Release: 1

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Modification History

Release	Comments
Release1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to select and collect nursery products. Further requirements are maintaining stock and receiving products from suppliers.

The unit applies to individuals who receive and dispatch nursery products under broad direction, and take responsibility for their own work and for the quality of the work of others.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Nursery (NSY)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Select product for an order	1.1 Select required materials and equipment for receiving and dispatching stock 1.2 Select, fit and use personal protective equipment applicable to the task 1.3 Select product from stock batches to match order forms or customer requirements 1.4 Confirm with supervisor or workplace procedures, the product

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	quarantine requirements prior to dispatch 1.5 Block up stockholding areas as required
2. Maintain the stock inventory	2.1 Collate orders in the sales or dispatch area 2.2 Check orders for product quality and quantity 2.3 Record electronic or manual outgoing sales records in the product inventory 2.4 Check inventory quantity of nursery stock available for sale
3. Prepare and dispatch products	3.1 Check product for correct labelling 3.2 List and prepare products to meet customer requirements 3.3 Pack product safely for ease of handling and to minimise damage 3.4 Load product according to vehicle configuration 3.5 Maintain and tidy sales and dispatch areas
4. Receive products	4.1 Check incoming product for type, quality and quantity 4.2 Transfer product to stock holding areas using correct manual handling techniques, and applying relevant biosecurity and quarantine requirements 4.3 Transfer incoming documentation, receipts of delivery and invoices to administration

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Writing	Use clear language and accurate industry terminology to prepare nursery product sales records in the product inventory, and record incoming stock
Numeracy	- Match stock batch quantities to order forms - Confirm and record product quantities and sales records

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCNSY309 Receive and dispatch nursery products	AHCNSY302 Receive and dispatch nursery products	Minor changes to application Major changes to performance criteria Foundation skills added Assessment requirements updated	Not equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>