



Australian Government

AHCSS00186 Administrator in Mined Land Rehabilitation Skill Set

Release 1

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Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 10.0. Supersedes and not equivalent to <i>AHCSS00123 Administrator in Mined Land Rehabilitation Skill Set</i> . Skill Set requirements updated.

Description

This skill set provides basic skills and knowledge for administrative support on mined land rehabilitation projects in the conservation and ecosystem management industry.

Pathways Information

These units of competency provide pathways into a range of Certificate III and Certificate IV qualifications in the *AHC Agriculture, Horticulture and Conservation and Land Management Training Package* including *Certificate III in Conservation and Ecosystem Management*.

Licensing/Regulatory Information

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

Skill Set Requirements

- AHCBUS408 Operate within a budget framework
- AHCOCM303 Follow Aboriginal and/or Torres Strait Islander cultural protocols
- AHCWRK317 Coordinate work site activities
- BSBPMG427 Apply project procurement procedures
- BSBTEC301 Design and produce business documents

Target Group

This skill set is for individuals who provide administrative support for projects in mined land rehabilitation. They are administrators who require skills in a rural or remote setting and generally work on site or in an office environment off site.

Suggested words for Statement of Attainment

These competencies from the *AHC Agriculture, Horticulture and Conservation and Land Management* and *BSB Business Services Training Packages* meet industry requirements for administrative support workers on mined land rehabilitation sites.