



Australian Government

AHCWRK212 Work effectively in industry

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 9.0. |

Application

This unit of competency describes the skills and knowledge required to work effectively within an industry on an individual basis and within a work team, including observing employment requirements and accepting responsibility for quality of own work.

The unit applies to individuals who work effectively in industry under general supervision with limited autonomy or accountability.

All work must be carried out to comply with workplace procedures.

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

Pre-requisite Unit

Nil

Unit Sector

Work (WRK)

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. Obtain information about the industry | 1.1 Access sources of information about the industry 1.2 Collect information on industry sector of work 1.3 Identify and follow employment terms and conditions 1.4 Identify industry career pathways |
| 2. Observe employment | 2.1 Confirm workplace practices and procedures with supervisor |

| Elements | Performance Criteria |
|--|--|
| <i>Elements describe the essential outcomes.</i> | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i> |
| requirements | <p>2.2 Check that dress and personal presentation comply with workplace requirements</p> <p>2.3 Maintain punctuality according to workplace requirements</p> <p>2.4 Follow workplace routines according to specific instructions and workplace procedures</p> |
| 3. Conduct and accept responsibility for quality of own work | <p>3.1 Maintain personal workspace according to workplace policies and procedures</p> <p>3.2 Follow workplace code of conduct</p> <p>3.3 Identify factors affecting work requirements and specifications, and report to supervisor</p> <p>3.4 Assess and prioritise workload and seek assistance if required from supervisor</p> |
| 4. Participate and contribute to a productive team environment | <p>4.1 Co-operate in a respectful manner according to workplace expectations</p> <p>4.2 Recognise and report conflict with others according to workplace requirements</p> <p>4.3 Work cooperatively to ensure designated work goals are met</p> <p>4.4 Participate in and contribute to team meetings</p> <p>4.5 Participate in and contribute to inclusive work practices</p> |
| 5. Confirm and undertake workplace activities | <p>5.1 Confirm work plan, daily work schedule and timelines for workplace activities with supervisor</p> <p>5.2 Confirm material and equipment requirements</p> <p>5.3 Follow schedule and task requirements</p> <p>5.4 Recognise and report defects and abnormalities in the workplace</p> <p>5.5 Report completed tasks</p> |

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 |
|--------------------|--|
| Reading | <ul style="list-style-type: none"> Interpret workplace instructions to formulate an understanding of expected requirements and activity |
| Oral communication | <ul style="list-style-type: none"> Use clear language and standard industry terminology to clarify instructions and communicate with supervisor Participate in verbal exchanges to share knowledge and information with team members |

Unit Mapping Information

| Code and title current version | Code and title previous version | Comments | Equivalence status |
|--|--|--|--------------------|
| AHCWRK212 Work effectively in industry | AHCWRK204 Work effectively in the industry | Minor changes to unit title and application Major and minor changes to performance criteria Foundation skills added Major and minor edits to performance and knowledge evidence and assessment conditions | 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>