



Australian Government

AHCWRK321 Provide on-job training support

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 provide on-job training (OJT) support.

The unit applies to individuals who provide OJT support under broad direction and take responsibility for their own work.

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. Identify needs for OJT support	1.1 Determine training needs in consultation with supervisor and employee or trainee 1.2 Obtain agreement on the extent and scope of training support to be provided with the supervisor 1.3 Define outcomes from training prior to commencement 1.4 Clarify methods of providing OJT support, and obtain agreement from 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>
2. Support OJT	2.1 Confirm training outcomes with the employee or trainee 2.2 Deliver training as directed according to workplace procedures 2.3 Provide practice opportunities to reenforce the training
3. Provide follow-up and support to learner	3.1 Provide opportunities to apply skills in the workplace 3.2 Provide feedback and coaching to assist learning 3.3 Report employee progress to their supervisor

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
Oral communication	Use clear language and accurate industry terminology to provide feedback and coaching support to employee or trainee and report progress to supervisor

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCWRK321 Provide on-job training support	AHCWRK310 Provide on-job training support	Minor changes to application 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>