



Australian Government

Department of Education, Employment and Workplace Relations

AHCLPW401A Process applications for changes in land use

Release: 1

AHCLPW401A Process applications for changes in land use

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers processing applications for changes in land use and defines the standard required to: establish client intentions and requirements; communicate the process, policies and relevant legislation to the applicant; discuss the scope and application of the submission in light of preliminary discussion; consider the application against eligibility criteria, and relevant policies and legislation; present findings and feedback to the applicant; provide request for further information or access to appeal if application is rejected.
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Application of the Unit

Application of the unit	This unit applies to those whose job role includes processing applications for changes in land use for legislative compliance.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
1. Establish client requirements	1.1. The proposed changes in land use are discussed with and confirmed with the landholder. 1.2. The catchment characteristics are reviewed and discussed considering the proposed land use. 1.3. Current impacting legislation and policies are explained to the landholder. 1.4. Possible strategies are discussed with the landholder and the best option confirmed.
2. Determine scope of the request	2.1. Profile of site determined from survey and aerial photographs. 2.2. Initial inspection checks against legislative or procedures according to enterprise guidelines and industry best practice. 2.3. Native vegetation types checked against maps and local guidelines. 2.4. Threats to local species are checked against local resources. 2.5. Soil and water impact reviewed against proposed land use and industry principles. 2.6. Cultural heritage issues noted according to agency guidelines and best practice procedures.
3. Present finding	3.1. Applicant is provided with technical data following program guidelines. 3.2. Concurrence is communicated relating to the formal application following program guidelines. 3.3. Applicant is informed of specific requirements relating to submitting a formal application. 3.4. Self-assessment process communicated and confirmed following program guidelines. 3.5. Potential risks associated with proceeding with process communicated based on program guidelines.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

REQUIRED SKILLS AND KNOWLEDGE

- establish client requirements
- determine scope of the request
- present findings
- use literacy skills to read, interpret and follow organisational policies and procedures, develop sequenced written instructions, record accurately and legibly information collected and select and apply procedures to a range of tasks
- use oral communication skills/language competence to fulfil the job role as specified by the organisation including questioning, active listening, asking for clarification, negotiating solutions and responding to a range of views
- use numeracy skills to estimate, calculate and record routine and more complex workplace measures and data
- use interpersonal skills to work with others and relate to people from a range of cultural, social and religious backgrounds and with a range of physical and mental abilities.

Required knowledge

- relevant Federal and State legislation and regulations on relevant land use
- interpreting aerial photographs, maps and GIS
- communicating with stakeholders
- agency policies and procedures
- formats for presenting information to clients.

Evidence Guide

EVIDENCE GUIDE	
The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge and include achievement of the following:</p> <ul style="list-style-type: none"> • establish client intentions and requirements • communicate the process, policies and relevant legislation to the applicant • discuss the scope and application of the submission in light of preliminary discussion • consider the application against eligibility criteria, and relevant policies and legislation • present findings and feedback to the applicant • provide request for further information or access to appeal if application is rejected.
Context of and specific resources for assessment	Competency requires the application of work practices under work conditions. Selection and use of resources for some worksites may differ due to the regional or enterprise circumstances.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole.	
Applications may include:	<ul style="list-style-type: none"> • a range of applications for change of land use covering the clearing of native vegetation and changes to drainage.

Unit Sector(s)

Unit sector	Lands, parks and wildlife
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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