



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **AHCPHT309A Supervise mushroom substrate preparation**

**Release: 1**

## AHCPT309A Supervise mushroom substrate preparation

### Modification History

Not Applicable

### Unit Descriptor

<b>Unit descriptor</b>	This unit covers the process of applying, monitoring and supervising the achievement of farm quality standards and processes associated with mushroom substrate preparation, and defines the standard required to: organise the process of mushroom substrate preparation; observe and report non compliance with farm quality standards; supervise staff so that standards relating to productivity, workflow requirements, farm procedures and quality are met; contribute as a team member to performance of mushroom substrate processes; record and report production information.
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### Application of the Unit

<b>Application of the unit</b>	This unit applies to the role of a mushroom farm supervisor to apply, monitor and supervise the achievement of farm quality standards and process associated with mushroom substrate preparation (Phase II) either in a general mushroom farming enterprise or in a specialist substrate preparation enterprise. It requires responsibility for own work and coordination and supervision of a work team. Where work requires the use of load shifting equipment, appropriate training/certification must be provided according to state and territory safety and licensing requirements.
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### Licensing/Regulatory Information

Refer to Application of the Unit

## Pre-Requisites

<b>Prerequisite units</b>		

## Employability Skills Information

<b>Employability skills</b>	This unit contains employability skills.
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## Elements and Performance Criteria Pre-Content

Not Applicable

## Elements and Performance Criteria

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
<p>1. Confirm that all requirements to commence mushroom substrate preparation are met</p>	<p>1.1. Details of required quantities of substrate and dates/times to be achieved for each stage of the process are obtained and communicated to personnel involved in substrate preparation.</p> <p>1.2. Availability, quality, serviceability and cleanliness of all rooms, work areas, machinery, equipment and materials required for mushroom substrate preparation are ascertained and remedial action is taken if required according to farm procedures.</p> <p>1.3. Personnel are given instructions about mushroom substrate processing tasks to be performed.</p> <p>1.4. Personal Protective Equipment (PPE) and clothing are selected and used by all those involved in mushroom substrate processing tasks.</p> <p>1.5. Occupational Health and Safety (OHS) requirements and hazards associated with each task are identified and appropriate action is taken to minimise risks to self and others.</p> <p>1.6. Site quarantine protocols and farm and personal hygiene requirements are applied, followed and monitored as required by farm procedures or manager instructions.</p> <p>1.7. All work of the team is monitored to ensure that it is performed in an environmentally aware and safe manner while satisfying farm procedures and productivity and workflow requirements.</p>
<p>2. Monitor mushroom substrate preparation process</p>	<p>2.1. Mushroom substrate preparation processes are monitored to ensure that work is performed according to farm procedures and that all equipment is operated according to manufacturer instructions, and at a speed that maintains safe and continuous operation.</p> <p>2.2. Random samples of materials and/or outputs are taken according to farm procedures.</p> <p>2.3. Probes are monitored to ensure that they are functioning and correctly positioned to provide representative readings.</p> <p>2.4. Production information required for farm Hazard Analysis Critical Control Point (HACCP) system is recorded according to farm procedures.</p> <p>2.5. Faults or variations from required settings or farm quality standards observed at any stage in the process are reported to manager and remedial action is taken</p>

ELEMENT	PERFORMANCE CRITERIA
	<p>as directed.</p> <p>2.6. Compost, rooms and work areas are monitored for presence of pests and remedial action is taken as required and according to farm procedures.</p>
<p>3. Finalise mushroom substrate preparation process</p>	<p>3.1. Clean-up activities at end of each process stage are monitored to ensure they comply with farm procedures.</p> <p>3.2. Equipment and hand tools are returned to storage area after cleaning and checked for future serviceability.</p> <p>3.3. Basic preventative maintenance is carried out according to farm procedures and any faults are reported to maintenance personnel for remedial action.</p> <p>3.4. Records are completed legibly and accurately according to farm procedures.</p> <p>3.5. Feedback on performance is provided to personnel under supervision.</p>

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

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

#### Required skills

- identifying hazards and implementing safe work procedures
- accepting responsibility for quality of own work
- contributing to productive work environment
- interpreting work schedules
- maintaining safety of self and others
- managing own work and supervising that of others
- observing employment requirements
- promoting workplace cooperation
- recording and reporting farm and HACCP information
- use oral communication skills/language competence to fulfil the job role as specified by the organisation, including questioning techniques, active listening, clarifying information and consulting with supervisors as required
- use numeracy skills to estimate, calculate and record routine workplace measures

**REQUIRED SKILLS AND KNOWLEDGE**

- use interpersonal skills to work with and relate to people from a range of cultural, social and religious backgrounds and with a range of physical and mental abilities.

**Required knowledge**

- casing function, application, required depth and required surface structure
- farm standards and procedures, including those relating to OHS, food safety, HACCP, quality systems, emergency procedures, organisational structure and workplace communication channels and protocols
- impact on rest of mushroom production cycle of deviations of mushroom substrate quality from farm standards for substrate
- industry and workplace awards and conditions
- overview of mushroom production cycle
- overview of Phase I and Phase II substrate production
- relevant legislation and industry codes of practice
- site quarantine protocols.

## Evidence Guide

<b>EVIDENCE GUIDE</b>	
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.	
<b>Overview of assessment</b>	
<b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b>	<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"> <li>• organise the process of mushroom substrate preparation</li> <li>• observe and report non compliance with farm quality standards</li> <li>• supervise staff so that standards relating to productivity, workflow requirements, farm procedures and quality are met</li> <li>• contribute as a team member to performance of mushroom substrate processes</li> <li>• record and report production information.</li> </ul>
<b>Context of and specific resources for assessment</b>	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

<b>RANGE STATEMENT</b>	
The range statement relates to the unit of competency as a whole.	
Mushroom substrate may include:	<ul style="list-style-type: none"> <li>• the range of ingredients and processes required for Phase II compost preparation.</li> </ul>

## Unit Sector(s)

<b>Unit sector</b>	Production horticulture
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### Co-requisite units

<b>Co-requisite units</b>		

### Competency field

<b>Competency field</b>	
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