



Australian Government

Department of Education, Employment and Workplace Relations

AHCSDT301A Prepare a working sample

Release 1

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Modification History

Release	TP Version	Comments
1	AHC10v4	Initial release

Unit Descriptor

This Unit covers the process of obtaining a working sample from a seed sample submitted for testing.

Application of the Unit

This Unit applies to seed analysts working independently within enterprise guidelines. In general, they prepare samples for testing; conduct specified tests in accordance with enterprise requirements; maintain records and interpret results; and troubleshoot equipment problems.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Nil.

Employability Skills Information

This Unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

1. Receive submitted sample
 - 1.1 Submitted sample is received and verified with submitted documentation according to enterprise guidelines.
 - 1.2 Supervisor is notified if type, condition or quantity of sample is unsatisfactory.
 - 1.3 Required paperwork is checked and labelling and data entry is completed.
 - 1.4 Submitted sample is prepared for testing as soon as practicable.
 - 1.5 Submitted sample is handled and, if necessary, stored under optimum species specific conditions.
2. Reduce sample
 - 2.1 Working area and equipment are checked for cleanliness.
 - 2.2 Submitted sample is reduced to equal or greater than the size required for working sample.
 - 2.3 **Sample reduction** is undertaken using prescribed apparatus and methods.
 - 2.4 **Mechanical dividers** are used where appropriate.
 - 2.5 Working sample is presented for testing.
 - 2.6 Labelling and records are completed.
3. Store working sample after testing
 - 3.1 Records and labels for tested samples are checked and verified before storing.
 - 3.2 Samples where live insects have been detected are handled according to enterprise guidelines before storage.
 - 3.3 Samples are stored after testing in environmental conditions that minimise changes in seed quality traits.

Required Skills and Knowledge

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

Required skills include:

Ability to:

- interpret enterprise procedures accurately
- check and prepare records and labels accurately and legibly
- prepare working samples within required timeline without sacrificing safety, accuracy or quality
- maintain security, integrity and traceability of all samples, data/results and documentation
- recognition of different types of seeds including treated and coated seeds
- clean and maintain equipment.

Required knowledge includes:

Knowledge of:

- the role of the International Seed Testing Association (ISTA) and the ISTA Rules for Seed Testing
- procedures for obtaining working samples for different tests
- seed handling and storage
- sample reduction methods and apparatus
- mechanical dividers and their applications
- enterprise standard operating procedures (SOPs)
- relevant health, safety and environment requirements.

Evidence Guide

<p>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.</p>	
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"> • receiving submitted samples • reducing samples • storing of submitted and working samples after testing.
Context of and specific resources for assessment	<p>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.</p>
Method of assessment	<p>This Unit should be assessed together with core Units and other Units of Competency relevant to the function or work role.</p>
Guidance information for assessment	<p>To ensure consistency of performance, competency should be demonstrated on more than one occasion over a period of time in order to cover a variety of circumstances, cases and responsibilities, and where possible, over a number of assessment activities.</p>

Range Statement

<p>The range statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
Seed may include:	bare seed; treated seed; and coated seed that has been prepared as required.
Coated seeds may include:	<ul style="list-style-type: none"> • seed pellets • encrusted seed • seed granules • seed tapes • seed mats.
<i>Sample reduction</i> methods may include	<ul style="list-style-type: none"> • mechanical divider method • modified halving method • spoon method • hand halving method.
<i>Mechanical dividers</i> may include	<ul style="list-style-type: none"> • conical dividers • soil (riffle) dividers • centrifugal dividers • rotary dividers • variable sample dividers.

Unit Sector(s)

Seed Testing