

# **SECTION 1**

## **NATIONAL COMPETENCY STANDARDS**

### **ASSESSMENT GUIDELINES**

### **QUALIFICATIONS**

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# PART 1

## INTRODUCTION

The Agriculture Training Package is based on:

1. New and revised national competency standards for the Agriculture Industry.
2. The national Agriculture and Horticulture Assessment Policy guidelines that were endorsed by the industry in 1997. These guidelines have been modified for the purpose of this endorsed component in accordance with the Draft Australian Recognition Framework paper.
3. The national qualifications for the industry, which reflect the Australian Qualifications Framework (AQF) levels and titles, including references in the titles to sectors within the Agriculture Industry.

### **Endorsed components of the Training Package**

#### **National Competency Standards**

The current package is the result of a total review and enhancement of all the units, evidence guides and assessment information for the Agriculture Industry competency standards. New requirements for evidence guides have been incorporated and provided in two parts for each unit: an Evidence Guide and an Assessment Guide. The sectors for which competency standards have been developed for this Training Package are listed in Part 2, Coverage.

#### **Assessment Guidelines**

The Industry's Assessment Guidelines describe the industry-wide approach to assessment, the industry requirements for the qualifications of assessors, and Guidelines for development of assessment material. (See Part 3: Assessment Guidelines)

#### **National Qualifications**

National qualifications in Agriculture (see Part 4) will range from Certificate I to Advanced Diploma in general, sector specific or specialist qualifications. Units of competency which will form these qualifications are a combination of industry core, sector specialisation, and options that are relevant to the individual enterprise. In this way maximum flexibility has been maintained. The packaging also allows for the qualifications to be useful nationally regardless of region, and caters for the varying nature of agricultural requirements on large and small properties. This approach also enables the New Apprenticeships at the entry levels of the industry to be relevant to individual employers and employees, and to form a broad foundation of training for the industry as a whole.

### **Non-endorsed components of the Training Package**

The learning materials being developed as part of the Training Package will include Learning Guides, Industry Training Prospectuses, Training Guides and Competency Portfolios/Record Books.



## PART 2

### COMPETENCY STANDARDS

#### 1 COVERAGE

The Agriculture industry has packaged its competency standards in industry sectors. The sectors covered in this Training Package are:

<u>Revised Standards</u>	<u>Newly</u>	<u>Developed</u>
<u>Standards</u>		
Beef Cattle Production		Cotton Production
Dairy -Milking Harvesting		Goat Production
Dairy - Production		Horse Breeding
*Farm Chemical Users		Rural Merchandising
Grain Production		
Pig Production		
Poultry Production		
Rural Business Management		
Sheep/Wool Production		
Sugar Cane Production		
Wool Harvesting		

(\* **note:** Farm Chemical Users - this is not a separate industry sector but these standards are incorporated into every sector).

The industry sectors covered by this Training Package largely reflect the extent of the sectors of the Agriculture Industry. The industry also includes some areas yet to be covered by competency standards. These are:

- Agricultural explosives
- Camelids (Saurine)
- Deer/Elk etc (Cervine)
- Emus/Ostriches (Other Avian Species)
- Vertebrate Pest Management
- Biological Control Field Operators

**It is anticipated that these areas will be developed in the near future, and that further sectors will be added as new specialisations emerge.**

Although the standards have been grouped under sector or other specialisation to ensure industry sector ownership, all units are available for national qualifications to meet employment or other needs. Units may also be added to or from the Horticulture Training Package.

## 2 **CUSTOMISATION OF COMPETENCY STANDARDS**

The Agriculture Industry has maximised the use of common units and has therefore relied less on the need to customise generic units for incorporation within sectors.

The following guideline illustrates the principle on which customisation may be based:

- Units that are mandatory or ‘core’ for the Industry are not to be customised.
- Customisation is appropriate where changes to a unit are made **only** in the Range of Variables. This may be in the form of additions to provide for differing contextual needs, or different terminology for use in a region. No changes are permitted to the unit title, elements, performance criteria, evidence or assessment guides because such changes would alter the nature of the unit.
- Proposals for Customisation are to be referred to the RTCA in order to maintain quality and consistency in the industry’s customisation practice.

## 3 **INCORPORATION OF OTHER STANDARDS IN THE AGRICULTURE INDUSTRY**

The following have been adapted to suit the Agriculture sectors:

- Both the Competency Standards for Assessment and the Workplace Trainer Category 1 standards have been incorporated in sector standards (adaptations made only to Ranges and Evidence Guides)
- Five units from the draft Stock and Station Agency standards (from the Property Services ITAB) and eleven units from the Frontline Management cross-industry competency standards have been incorporated in the Rural Merchandising standards;
- Fifteen units from the Metals and Engineering competency standards have been incorporated into the Dairy Industry - Milk Harvesting standards. These were then enhanced with RTCA’s formatting style. (The elements and performance criteria were only modified on advice from the Metals and Engineering ITAB.)
- The Restricted Electrical Licensing Unit MMT 12 ‘Connect/Disconnect fixed wire equipment (up to 650 volts)’ was incorporated in the Dairy Industry - Milk Harvesting standards.

Where relevant, mapping to, and incorporation of other standards is documented in the introductory information of the standards documentation for each sector.



#### 4 LICENSING

Licensing in the Agriculture Industry is relevant to a number of competency standards.

The following licensing areas need to be taken into consideration:

- purchase of farm chemicals
- machinery and equipment operation
- poisoning
- soil disturbance and conservation
- water allocations
- electrical (restricted)
- natural bush clearing
- effluent (eg. from piggeries)
- shooting
- planning issues (zoning)
- irrigation
- underground water
- agricultural explosives
- fire

## PART 3

### ASSESSMENT GUIDELINES

#### 1 INTRODUCTION

As early as 1994 the Rural industry considered the issue of competency based assessment by establishing a national policy and administrative procedures for the introduction of an assessment system in each State and Territory. The policy and structures for competency based assessment were tested during a series of industry pilots from 1995 - 1996 and the draft policy was widely circulated to interested parties including State Training Agencies for comment. The national industry policy statement on assessment was subsequently published: *Workplace Assessment in the Agriculture, Production & Amenity Horticultural Industries - Policy and Administration manual*; Rural Training Council of Australia; February 1997.

This policy document is the definitive statement on workplace assessment for the industry. The policy is subject to periodic review by the RTCA in conjunction with State/Territory Rural ITABs to keep abreast of developing practices and implementation issues.

To comply with National Training Framework Committee (NTFC) guidelines, the way in which this policy is reflected in the standards has been modified.

In addition to the policy, RTCA has established guidelines for the incorporation of assessment criteria in the evidence guide of each unit of competency.

**Assessments against the competencies in the Training Package will be carried out in accordance with these endorsed guidelines. The guidelines include the necessary qualifications for those conducting assessments and provide for those situations where more than one person may contribute to the assessment and where the required technical and assessment competencies may not all be held by any one person.**

## **2      ASSESSMENT SYSTEM OVERVIEW**

### **Benchmarks for assessment**

Competency-based assessment is a process that measures an individual's skills and knowledge (competency) as defined in the national industry competency standards, and provides for formal recognition.

The benefits of competency-based assessment are as follows:

- assessment is based on credible evaluation against industry competency standards as they apply in the workplace,
- assessment is undertaken by qualified assessors.
- assessee receive recognition and credit into training programs which will reduce time off-the-job, and
- workplace assessment complements, but may be independent of, programs delivered by educational institutions.

### **The benchmarks for assessment are the units of competency described in the National Training Package for Agriculture**

An Assessment Guide, designed to support the assessment process, is a mandatory component of each unit of competency and RTCA has established guidelines for the development of those criteria that support the national policy

The assessment criteria in the Assessment Guides endeavour to avoid being so prescriptive that they complicate the process, while maintaining sufficient control to ensure consistency and reliability.

In addition, special assessment requirements may be indicated where licensing is an issue and this information is included in the Assessment Guides of the units of competency. For example, the Farm Chemical competencies stipulate that trainers and assessors must be approved by the Farmcare Board due to chemical licensing requirements.

### **Role of Registered Training Organisations**

The Registered Training Organisation is registered by the State or Territory Training Authority to provide a range of training services associated with the delivery of training packages.

All assessment for national recognition purposes must be undertaken by, or auspiced through, a Registered Training Organisation.

Auspicings is a process through which a Registered Training Organisation authorises assessment to be carried out by industry or enterprises. Auspicings adds options to the manner in which industry may be engaged by Registered Training Organisations to assist in conducting assessment without lessening RTO responsibility.

The Registered Training Organisation must ensure that assessment is undertaken in accordance with:

- general principles of assessment
- specific requirements of the individual training package, and
- specified requirements of each Unit of Competence

and that:

- results are recorded, reported and securely maintained, and
- qualifications are issued and can be re-issued if necessary.

While competence must generally be demonstrated in the workplace, the Registered Training Organisation should offer a range of options for candidates wishing to demonstrate competence. This may include the use of such venues as:

- candidate's own workplace
- work placement sites
- New Apprentice's workplace
- simulated work conditions
- live work activities.

The RTO must ensure its assessors are qualified to plan, conduct and review assessment.

### **Assessment Pathways**

National qualifications or Statements of Attainment awarded under the Australian Qualifications Framework are issued on the basis of successful completion of units of competency.

The Agriculture Industry is emphatic that trainees require workplace experience to develop the necessary competency. The context for assessment of competency is specified within each unit of competency.

The industry recognises multiple pathways to certification comprising:

- workplace experience
- life experience
- informal learning
- formal learning both on and off-the-job

The industry-recommended processes for the operation of an assessment (incorporating RPL and RCC) system provide for:

- the integration of skills, knowledge, attitudes and their practical application and demonstration
- the recognition of competency no matter how acquired
- consistent and accurate information about an individual's competency
- feedback to an individual about their skills and knowledge
- a method for individuals to be given fair recognition for the skills and knowledge they possess
- a base from which further learning or skills acquisition may be undertaken

- information which contributes to the improvement of individual skill levels, and therefore to the skill levels of the industry as a whole

Assessment pathways that would **not** be acceptable include situations where:

- **national competency standards are not used as the basis for assessment**
- **on-job activities/experience/assessment are not taken into account**

### 3 ASSESSMENT REQUIREMENTS

Assessment requirements will be monitored through the ARF registration of training organisations when they demonstrate that they meet the criteria for assessment set out in the Training Package.

The Agriculture Industry Training Package comprises more than 500 units of competency, most of which have extensive ranges to accommodate mixed farming enterprises and regional variations. These industry requirements highlight the imperatives of consistency and confidence in the assessment process. Special measures are needed to ensure that assessment is carried out in the full agricultural context, particularly in the case of isolated workplaces when assessment has to take place in keeping with the agricultural cycle.

#### **Graded Assessment**

Assessment of competency is not to be graded in the Agriculture Industry.

#### **Assessor Qualifications**

**Assessments against the competencies in the Training Package will be carried out in accordance with these endorsed guidelines. The guidelines include the necessary qualifications for those conducting assessments and provide for those situations where more than one person may contribute to the assessment and where the required technical and assessment competencies may not all be held by any one person.**

- Assessors must be qualified against the Competency Standards for Assessors (as a minimum, the unit 'Conduct Assessment in Accordance with an Established Assessment Procedure' and the unit 'Plan and Review Assessment').
- Only qualified assessors engaged or auspiced by a Registered Training Organisation are able to assess a person against units of competency.
- Under certain circumstances special endorsement of an assessor may be required due to licensing requirements eg. Farm Chemicals, OHS, First Aid Certificates.
- To alert assessors to possible situations where they may require special endorsement according to State and other legislation, Units of Competency refer to 'Authorised Registered Training Organisations'

## Role of the Assessor

Qualified assessors must ensure assessment is:

- Reliable
- Flexible
- Fair
- Valid
- Authentic.

To be **reliable**, the assessment methods and procedures must ensure that competency standards are applied consistently.

To be **flexible**, assessment should be able to take place on-the-job, off-the-job, or in combinations of both and in accordance with the 'Assessment Guide' incorporated within each unit of competency.

To be **fair**, the assessment must not advantage or disadvantage any particular group of candidates.

To be **valid**, assessment must assess what it claims to assess, so sufficient evidence must be collected from authentic sources and locations.

To be **authentic**, there must be proof that the person being assessed and who is providing the evidence, is the person who will be credited with the competency.

Assessment covers the full scope of competencies, namely

- |  |   |
|--|---|
| • Task skills  | - performance of individual tasks                               |
| • <b>Task management skills</b>                        | - <b>managing a number of different tasks within the job</b>    |
| • <b>Task contingency skills of</b>                    | - <b>responding to problems, breakdowns and changes routine</b> |
| • Task/job/role environment skills expectations of the | - dealing with the responsibilities and workplace               |

### *Individual Assessment*

Assessment may be carried out by an individual as follows:

- **Qualified Assessor who is a Technical Expert**  
A professional assessor who is also expert in the field of competency is qualified to undertake assessment.
- **Technical Expert who is a Qualified Assessor**  
An expert in the field of competency who has in addition qualifications as an assessor can conduct the assessment.

### *The Power of Auspicing*

The Registered Training Organisation and the assessor may use the concept of auspicing to expand their ability to undertake the assessment role.

Instances will exist in which the individual assessor may not hold the full range of technical skills needed to authenticate assessment. Similarly, instances will exist in which a candidate must be assessed at a remote site or at an inconvenient time.

In these cases, partnerships and assessment teams can be used to ensure the standard of assessment is upheld.

However: **No assessment can be reliable and valid if it has not involved:**

- **the active participation of a person with proven skills at least at the level and in the field of the competency being assessed, and**
- **a qualified assessor**

Below are listed some examples of partnerships and teams that could undertake assessment.

#### Assessor/Technical Expert Partnership

A qualified assessor and expert in the field of competence may combine, either on a single site or on separate sites, to conduct assessment of a candidate under defined and agreed arrangements.

#### Assessor/Supervisor Partnership

A qualified assessor and the supervisor, who holds relevant skills at least up to the level being assessed, can combine on one site or at separate sites to conduct an assessment under defined and agreed arrangements.

#### Assessor/Technical Expert/Supervisor Team

A qualified assessor, a technical expert and a supervisor can combine in a team to ensure assessment is conducted and validated under defined and agreed arrangements.

In the last example, the supervisor ensures the authenticity, the expert the validity, the assessor the fairness; while all combine to create flexibility and guarantee reliability.

## **4 GUIDELINES FOR DESIGNING ASSESSMENT MATERIALS**

Assessment Tools will be contained in the Trainer's Guides section of the non-endorsed component of Training Packages. Learning Guides developed for the Training Package will contain a copy of the relevant competency standard.

### **Components of assessment materials**

The following components will be included in the Assessment Tools:

1. plain English explanation of the objectives of Training Packages and competency standards
2. explanation of AQF levels in specific relation to competency based assessment
3. explanation of workplace assessor aims, responsibilities and links with Registered Training Organisations
4. information for the assessor about the scope of assessment and the conditions and procedures for preparing, conducting and reviewing the assessment
5. “simple to follow” directions outlining the requirements and conditions for conducting assessment against the unit of competency
6. provision for self-evaluation for assesseees as a means of preparation for formal assessment. Cost considerations, the length of the agricultural cycle and dispersion of assesseees have resulted in self-evaluation being an important component of the assessment / RPL system for the Rural Industry. Such self evaluation against units of competency, supported by documentary evidence from past or present employers and from other sources, eg. Department of Primary Industry/Department of Agriculture agronomists, when presented to an Assessment Panel can provide a cost-effective way of reducing the level of on-the-ground assessment. This panel system has been extensively trialed in 1995-96

### **Collecting evidence**

- The ‘Assessment Guide’ in each unit of competency and Assessment Tools will provide a methodology for gathering evidence.
- A variety of assessment methods should be used in the process of establishing competency to ensure assessment is not narrowly based on tasks but embraces all aspects of work performance in an holistic, integrated approach (see - Section 5 ‘Guidelines for Conducting Assessment’).
- Evidence gathering methods are to be appropriate to the context, the assessee and the assessor.
- Assessors will be expected to ensure the scope of assessment covers a broad range (as defined in the Range of Variables) of equipment, facilities, livestock and working conditions appropriate to a viable, functioning enterprise which is typical of the region in which the assessment takes place.
- Because of the cyclical nature of the Agriculture Industry the assessment process should allow for the collection of evidence over an extended period.
- A combination of timeframes can be used with some evidence being collected over time and some being completed with a short term interaction between an assessor and the assessee.



- The unit of competency being assessed must be performed consistently and not in the form of a one-off test.
- Employers, learners and assessors will each need to have access to the industry competency standards as well as assessment materials and self evaluation guides as appropriate.

## **5 GUIDELINES FOR CONDUCTING ASSESSMENT**

### **Process for conducting assessment within institution and workplace contexts**

The processes for conducting assessment are detailed in the 'Assessment Guide' for each unit of competency and are supplemented by the assessment materials described in Section 4 above.

### ***Principles of Assessment***

There are a number of assessment principles that have been adopted 'in principle' by the Ministers of Vocational Education and Training and underpin all assessment within Training Packages. These are:

- 1 Endorsed industry standards form the basis of qualifications in the vocational education and training sector;
- 2 Endorsed industry standards are the benchmarks for assessment;
- 3 Assessment conducted for the purposes of national recognition should lead to a part or full qualification under the Australian Qualifications Framework;
- 4 Assessment should be undertaken by, or auspiced through, a Registered Training Organisation;
- 5 Assessment for national recognition purposes shall be conducted within a quality assurance framework;
- 6 Responsibility for assessment resides with the body that issues the qualification under the Australian Qualifications Framework;
- 7 Assessment processes shall be valid, reliable, flexible and fair;
- 8 Assessment systems must incorporate mechanisms for recording, storing and accessing assessment outcomes;
- 9 Assessment reporting systems should indicate the units of competency that the individual has attained;
- 10 Assessment systems should incorporate ongoing monitoring and review processes, and
- 11 Assessment processes shall provide for the recognition of current competencies regardless of where these have been acquired.

In the agriculture and horticulture industries the national policy on workplace assessment outlines that summative assessment is essentially a process of evaluation of presented evidence.

The type and scope of evidence is outlined for each unit of competency. Examples of evidence can include:

- work reports;
- signed statements of practical experience undertaken;
- references and testimonials;
- training programs attended (statements of completion);
- industry certificates or citations;

- video and audio tapes used or produced;
- photographs or videos of workmanship;
- written reports completed;
- details of projects undertaken; and/or
- self evaluation, supported by documentary evidence.

Providers who conduct training programs will generally be assessing learner progress on a formative basis and have access to a full range of assessment options. These can include such methods as:

- exams and challenge tests;
- assignments;
- practicals, observations and demonstrations;
- checklists of skills and knowledge;
- case studies analysis and reports; and/or
- role plays.

Assessment situations will vary depending on the skill to be assessed and could include:

- Practical demonstration by the individual assessee in the workplace
- Assignments for assessment and feedback by mail
- A number of learners at one central location

#### **Off-the-job Assessment**

- Assessee must apply knowledge and skills in a workplace setting, not singularly on satisfactory achievement or a written or practical tests.
- To indicate that a person is competent by definition means that they have satisfied all the performance criteria of a designated unit of competency.

#### ***On-the-job Assessment***

- On-the-job assessment is to be carried out in accordance with these Guidelines and the Assessment Guide in each unit of competency.

#### ***Integrating On and Off-the-job Assessment or Training***

The link between on and off-job training and assessment is structured within the Agriculture Industry. On-job training and assessment are linked as learning occurs in

the workplace and is recorded for the purposes of evidence towards subsequent assessment. An employer who is providing on-job training will not necessarily be a registered assessor, but will need to understand the links between the training being provided and the ongoing assessment that is part of the same activity and that will subsequently feed into the formal assessment system. The structured integration of on and off-the-job training is also crucial to ensure holistic competency outcomes that can be assessed against the units of competency.

As the on-job training and assistance in assessment is usually performed by an industry person, the integration of on and off-the-job training and assessment can be viewed as a partnership between training providers and industry. Close cooperation is required to determine the division of responsibility and contribution.

## **6 APPEAL AND REASSESSMENT PROCESS**

The industry recommends that the process to be followed by Registered Training Organisations and the State/Territory Training Authorities who are responsible for the appeal process should take account of any licencing requirements and follow the process as detailed below.

If the assessee is dissatisfied with the assessment received, they can request a second assessment. Such a request is to be made within seven days following receipt of the assessment result and sent to the Registered Training Organisation responsible for the assessment.

The appeal, will be directed to the Registered Training Organisation. After checking the validity of the appeal, the Registered Training Organisation will:

- convene an appeal panel.
- advise the assessee and assessor of the date, time and location of the appeal hearing and invite the assessee to provide any additional evidence they may wish to present in support of the appeal.
- advise appellant of the result of the hearing as quickly as possible – the appeal will either be dismissed, upheld and competency confirmed or subject to re-assessment.

**In the event that the appellant is still dissatisfied with the appeal outcome, or if no response to their initial appeal has been received, the appellant should register an appeal with the relevant State or Territory Training Authority.**

In all cases the appeals process will be:

- formal and impartial
- clearly defined and explained to the assessee
- known to assessors and assesseees before assessment takes place.



## 7 SOURCES OF INFORMATION ON ASSESSMENT

### 1. *Organisations*

#### *National Industry Training Advisory Body*

Rural Training Council of Australia  
PO Box E10  
KINGSTON ACT 2604  
e-mail [rtcaexof@enternet.com.au](mailto:rtcaexof@enternet.com.au)  
Executive Officer – Ian McFarlane

Telephone: 02 6273 2514  
fax: 02 6273 4811

#### *State/Territory ITABs*

Rural Industries Training Advisory Board (Northern Territory)  
GPO Box 4584  
DARWIN NT 0801  
e-mail: [ntrural@ais.net.au](mailto:ntrural@ais.net.au)  
Executive Officer: Brian Munro

Telephone: 08 8981 0066  
fax: 08 8981 0060

Queensland Rural Industry Training Council Inc.  
**GPO Box 3128**  
SOUTH BRISBANE QLD 4101  
e-mail: [qritc@powerup.com.au](mailto:qritc@powerup.com.au)  
Executive Officer: David Moore

**Telephone: 07 3844 7284**  
fax: 07 3844 7260

Primary Industry Training Advisory Board - NSW  
Level 8 1 Bligh Street  
SYDNEY NSW 2000  
E-mail: [nswpitab@ozemail.com.au](mailto:nswpitab@ozemail.com.au)  
Executive Officer: Paul Comyn

Telephone: 02 9251 1700  
fax: 02 9231 5249

Primary Skills Victoria  
PO Box 3067  
NORTH BURNLEY VIC 3121  
E-mail: [vpitb@vicnet.net.au](mailto:vpitb@vicnet.net.au)  
Executive Officer: David Nelson

Telephone: 03 9428 9811  
fax: 03 9428 9931  
Web site: <http://home.vicnet.net.au/~vpitb>

Tasmanian Rural Industry Training Board Inc.  
PO Box 193  
LAUNCESTON TAS 7250  
E-mail: [tritb@vision.net.au](mailto:tritb@vision.net.au)  
Executive Officer: S R (Zich) Zichy-Woinarski

Telephone: 03 6331 2131  
fax: 03 6331 4344

Agriculture & Horticulture Training Council of South Australia Inc.  
Unit 9  
9-13 Market Street  
ADELAIDE SA 5001  
E-mail: [ahtcsa@mail.enternet.com.au](mailto:ahtcsa@mail.enternet.com.au)  
Executive Officer: Garth Polkinghorne

Telephone: 08 8212 8822  
fax: 08 8212 8266

Western Australia Primary Industries Training Council  
PO Box 157  
FORRESTFIELD WA 6058  
E-mail: wapitc@mail.enternet.com.au  
Executive Officer: Elizabeth Cheong

Telephone: 08 9359 4000  
fax: 08 9359 4007

### ***Other information sources***

The Australian Veterinary Association Ltd  
134-136 Hampden Road  
ARTARMON NSW 2064  
Telephone: 02 9411 2733  
Fax: 02 9411 5089

The Veterinary Nurses Council of Australia  
PO Box 2233  
NORTH RINGWOOD VIC 3134  
Telephone/Fax: 03 9876 2133

Australian National Training Authority (ANTA)  
AMP Place 10 Eagle St  
BRISBANE QLD 4001  
Telephone: 07 3426 2300  
fax: 07 3246 2490

### **Assessor Training**

National Assessor and Workplace Trainers Body  
PO Box 2164  
Clovelly NSW 2031  
Telephone: 02 9665 0549  
fax: 02 9664 2305

### ***TRAINING PRODUCTS***

Rural Training Council of Australia Inc.  
PO Box E10  
KINGSTON ACT 2604  
Telephone: 02 6273 2514  
fax: 02 6273 4811  
e-mail rtcaexof@enternet.com.au

Australian Training Products Ltd (ATP)  
Level 5 321 Exhibition St Melbourne VIC 3000  
GPO Box 5347BB Melbourne VIC 3001  
Telephone: 03 9630 9836 or 03 9630 9837  
fax: 03 9639 4684

## 2. Resources

*National Policy for Workplace Assessment in the Agricultural, Production and Amenity Horticultural Industries*; Rural Training Council of Australia; Canberra 1997

*Competency Standards for Assessment*; ANTA / National Assessors and Workplace Trainers Body; ANTA 1995

*A guide to the Competency Standards for Assessment*; ANTA / National Assessors and Workplace Trainers Body; ANTA 1997

*Assessment Technical Manual*; Hagar, Paul; Athanasou, James; Gonezi, Andrew; DEETYA; Australian Government Publishing Service; Canberra 1994

*Assessment Practical Guide*; Rumsey, David; DEETYA; Australian Government Publishing Service; Canberra 1994

*Assessment System Design*; Toop, Leigh; Gibb, Jennifer; Worsnop, Percy; DEETYA; Australian Government Publishing Service; Canberra 1994

*Objectives for Instruction and Evaluation*; Kibler R J; Allyn & Bacon

*National Competency Standards*; Rural Training Council of Australia; contact 02 6273 2514 for complete list

*National Assessment Materials*; Rural Training Council of Australia; contact 02 6273 2514 (under development)

*Guidelines for the Development of National Industry Competency Standards in the Agriculture, Horticulture and Related Industries*; Rural Training Council of Australia; contact 02 6273 2514

*Train to Gain*; vide/ workbook package and learning guide - Category 1 Workplace Trainer; RTCA; 1997

*Train to Gain*; video and workbook package - Workplace Assessor; RTCA (under development)

*Registered Training Providers of Assessment and Workplace Training* - contact list; National Assessors and Workplace Trainers Body; contact 02 9665 0549



## 7 **GLOSSARY**

### **Appeal**

An integral process of the assessment system which allows a person who has been assessed to dispute an assessment result and to have an opportunity for further assessment.

### **Assessment**

The process of gathering evidence about competency and making a judgement about whether or not competency has been achieved.

### **Assessment context**

The environment in which the assessment will be carried out. This will include physical and operational factors, the assessment system within which assessment is carried out, opportunities for gathering evidence in a number of situations, the purpose of the assessment, who carries out the assessment and the period of time during which assessment takes place.

### **Assessment Guide**

A part of the 'evidence guide' for each unit of competency which is designed to support the assessment process.

### **Assessment Guidelines**

An endorsed component of the Training Packages which sets out mechanisms within an industry for valid, reliable and flexible assessment of competency against national standards. In the Rural Industry this national policy underpins the assessment guidelines.

### **Assessment records**

The results of assessment can be the basis for issuing of certificates and qualifications as well as being valuable employment and skills records. Record keeping systems are established as part of the assessment system and must comply with organisational procedures and national and legislative requirements.

### **Assessment system**

A structured process developed to ensure that assessment decisions made across a range of individuals, assessors and situations are consistent, fair and valid. There must be guidelines for its operation, competent assessors and appropriate records (refer National Policy and Administrative Guidelines in the Rural Industry). An assessment system needs regular review to ensure its currency and relevance.

### **Assessment materials**

Mechanisms for gathering evidence. This can include direct questioning, direct observation of performance, skill tests, simulations, written tests, examination of finished products, reports from peers and supervisors. A variety of assessment methods should be used in the process of establishing competency.

### **Assessor**

A person trained and recognised as being competent in terms of the Competency Standards for Assessment and who carries out assessment against competency standards. An assessor will be competent in the subject area being assessed or work with a subject expert.

### **Auspicing arrangements**

Formal arrangements which enable Registered Training Organisations to provide recognition for the outcomes of assessments conducted by non-registered organisations. Such agreements

specify the minimum quality assurance measures that must be met to ensure that the assessment outcome will be recognised by the Registered Training Organisation.

### **Cost effectiveness**

While the assessment process needs to be a rigorous one, it must also be realistic in terms of cost. The gathering of evidence has distinct implications in terms of cost and it is the assessor's skill and an appropriate assessment system which must balance the collection of sufficient evidence with the cost in terms of, for example, time and potential disruption to work.

### **Evidence**

Information gathered through the use of a variety of assessment tools which will provide proof from which the assessor can make a judgement about competency. In most cases evidence is gathered from more than one source, in more than one situation and can have many forms. Direct evidence is observation of performance. Indirect evidence can include evaluation of products or services, simulations or skills tests, questioning or reports from others.

### **Evidence Guide**

Part of a unit of competency standard which sets out the range of information required to establish competency in the assessment process (see also Assessment Guide).

### **Fairness**

A fair assessment will not disadvantage any person and will take into account special needs of the candidate. A genuine consultative approach to assessment and ensuring that the candidate understands the purpose of the assessment can help to establish fairness as can feedback and provision of opportunities for further training and practice. The assessment process must be fully understood, accessible and accepted.

### **Flexibility**

Flexibility in assessment allows for assessment both on or off-the-job and at mutually convenient times and situations and provide for the recognition of competencies no matter how, where or when they have been acquired.

### **Integrated (holistic) assessment**

An approach to assessment that covers multiple elements and / or units from relevant competency standards. The integrated approach attempts to combine knowledge, understanding, problem solving, technical skills, attitudes and ethics into assessment events.

### **Reliability**

Refers to the consistency of the interpretation of evidence and the assessment outcome. To make reliable assessments assessors must be competent in terms of the assessor competency standards, have the relevant technical competencies or have access to a subject matter expert who can advise the assessor on the relevant vocational competencies at least to the level being assessed.

### **Self Evaluation (Assessment)**

A process which allows a candidate to collect and provide evidence of their own performance against units of competency. This can be done with a competency record book or other record keeping mechanism which is verified by an assessor through observation and questioning and from the testimony of others (peers / supervisor).

### **Validity**

A valid assessment assesses what it claims to assess - evidence collected is relevant to the unit of competency and demonstrates that the performance criteria have been met.

**PART 4****QUALIFICATIONS****1 INTRODUCTION**

The Agricultural Industry has packaged its competency standards into industry levels that align to the Australian Qualifications Framework (AQF). The qualifications and their titles reflect six levels of the AQF from Certificate 1 to Advanced Diploma. The qualifications are for the achievement of packages of units of competency derived from the competency standards.

**2 TITLING**

The national qualifications and AQF Levels are as follows:

<b><u>National Qualification</u></b>	<b><u>AQF</u></b>
<b><u>Level</u></b>	
<b>Certificate I in Agriculture (sector name where applicable)</b>	<b>1</b>
<b>Certificate II in Agriculture “ “</b>	<b>2</b>
<b>Certificate III in Agriculture “ “</b>	<b>3</b>
<b>Certificate IV in Agriculture “ “</b>	<b>4</b>
<b>Diploma in Agriculture “ “</b>	<b>5</b>
<b>Advanced Diploma in Agriculture “ “</b>	<b>6</b>
 <b>Certificate II in Agriculture (Wool Handling)</b>	 <b>2</b>
<b>Certificate II in Agriculture (Shearing)</b>	<b>2</b>
<b>Certificate III in Agriculture (Clip Preparation)</b>	<b>3</b>
<b>Certificate IV in Agriculture (Wool Classing)</b>	<b>4</b>
 <b>Certificate II in Agriculture (Cane Cultivation)</b>	 <b>2</b>
<b>Certificate III in Agriculture (Cane Cultivation)</b>	<b>3</b>
<b>Certificate II in Agriculture (Cane Haulage)</b>	<b>2</b>
<b>Certificate III in Agriculture (Cane Haulage)</b>	<b>3</b>
<b>Certificate II in Agriculture (Cane Harvesting)</b>	<b>2</b>
<b>Certificate III in Agriculture (Cane Harvesting)</b>	<b>3</b>
<b>Certificate IV in Agriculture (Cane Harvesting)</b>	<b>4</b>

The Agriculture qualifications reflect the Industry and the sector or specialisation to which they apply, as in the following examples:

For a General (Cross Sector) qualification - Certificate II in Agriculture

For a Sector qualification - Certificate III in Agriculture (Beef Cattle)

For a Specialised qualification - Certificate II in Agriculture (Shearing)

### 3 **PACKAGING UNITS OF COMPETENCY**

The table 'Gaining an AQF Qualification' (page 23) sets out the packaging for a qualification. The packaging system uses a point system to derive the appropriate number and mix of units to meet the requirements for a qualification. Specific details of packaging for this industry sector are shown in Section 2 of this document.

Because of the range of farming activities applicable to enterprises, and also due to the large number of part-time or contracted workers in the industry, the units of competency are designed to be packaged for a sector qualification by adding additional units from other sectors, or by combining units from various sectors into a general Certificate in Agriculture. The purpose of cross-sectoral aggregation of units is to ensure maximum flexibility in structuring qualifications. The requirements for qualifications are therefore formed around basic requirements but leave a range of optional units open to selection from the full range of Agriculture and Horticulture standards. This selection can be made by individual employers in conjunction with employees/trainees so that maximum usefulness and applicability in a wide range of circumstances is achieved.

Where cross-sector or other industry competency standards are incorporated into industry packages, they do not necessarily become absorbed into packages at the same AQF levels as they may have been used within the parent industry or within indicative packaging provided by cross-industry competency standards bodies. Queries related to the appropriate level are to be referred to the relevant Industry bodies through RTCA.

The Agriculture Industry packaging of units includes core, specialisations, options or a combination of all these.

The method of packaging units of competency at levels within the Agriculture Industry is based on a points system as described below. It is intended to reassess this system at the end of 1998 to determine whether it meets industry needs.

Where units are used in two or more industry sectors, each sector has determined which level will apply to that sector.

#### **Links between Agricultural qualifications and other Rural Industry qualifications**

Certain units of competency are common to both the Agriculture and Horticulture industries.

#### **Mandatory units**

Six mandatory units are required at the first four levels of qualifications because these competencies are practised at each of these levels of work. The core units that are required as a mandatory part of the Certificates 1 to IV are as follows:

RUA AGCORE1 A	Meet industry employment criteria
RUA AGCORE2 A	Follow enterprise OHS procedures

RUA AGCORE3 A	Use hazardous substances safely
RUA AGCORE4 A	Communicate in the workplace
RUA AGCORE5 A	Act to minimise emergencies
RUA AGCORE6 A	Plan daily work routine

In addition three of these mandatory units, which cover occupational health and safety, are required at levels five and six qualifications. These are a mandatory part of the Diploma and Advanced Diploma qualifications and are as follows:

RUA AGCORE2 A	Follow enterprise OHS procedures
RUA AGCORE3 A	Use hazardous substances safely
RUA AGCORE5 A	Act to minimise emergencies

- The mandatory units are not awarded points at any level.
- The mandatory units are relevant for the Certificate I in Agriculture. For persons who enter the industry at a higher level, competency in these units would need to be established to complete the requirements for the higher level qualification

### **Qualifications - general, sector, and specialisations**

**General qualifications** (eg. Certificate II in Agriculture) are gained from the assembly of units from across sectors.

- The packaging reflects a need for even the sector specific content of a qualification to remain flexible. Some enterprises may require of an employee a more in depth, or ‘across the board’ knowledge of, for example, cattle production. Others may require a core knowledge of cattle production and an almost equal knowledge of, say, grain production.

**Sector qualifications** cover people working in a particular sector of the industry, for example Beef Cattle.

- A prescribed number of units from the relevant sector must be achieved to gain the sector qualification, as detailed in the sector national competency standards.

For example a “Certificate III in Agriculture (Beef Cattle)” would require the following:

- The six mandatory units
- A minimum of 30 points from Beef Units of Competency at Level 3 or above
- 6 points from other rural Units of Competency (at any level)
- “Sector qualifications” includes all Agriculture industry sectors which have nationally endorsed competency standards and may include Horticulture units from the Qualifications in Horticulture Training Package. eg. Certificate in Agriculture (Production Horticulture).

**Specialised groups** have been identified by industry where there is a narrow range of specific skills required to cover a large number of employees. National Certificates will be issued for completion of specific units of competency. These specialisations currently cover the following:

Shearing	eg: <b>Certificate II in Agriculture (Shearing)</b>
Wool Handling	
Clip Preparation	

Wool Classing  
Cane Cultivation  
Cane Haulage  
Cane Harvesting

The units of competency included in these Certificates may be used towards other Certificates in Agriculture.

## Gaining an AQF Qualification

A qualification is constructed around a points score based on achievement of Units of Competency.

The Points for each Unit of Competency corresponds to its level as follows:

	Level 1 Unit of Competency = 1 point	
	Level 2 Unit of Competency = 2 points	(except RUA AG2005CH A - RUA AG2012CH A)
	Level 3 Unit of Competency = 3 points	each of which are worth 0.5 of a point)
	Level 4 Unit of Competency = 4 points	
	Level 5 Unit of Competency = 5 points	
	Level 6 Unit of Competency = 6 points	

### Mandatory units

Six mandatory units are required at the first four levels of qualifications because these competencies are practised at each of these levels of work. As with other small business, much of this industry operates with employers and employees performing tasks and roles that span all levels of work. The industry qualifications in these units are therefore, accumulative in that these aspects of work are not discarded or modified at higher levels. For example, the unit, Act to Minimise Emergencies is performed identically at different levels and must be an integral part of workplace functions by all persons. The core units that are required as a mandatory part of the Certificates 1 to IV are as follows:

RUA AGCORE1 A	Meet industry employment requirements
RUA AGCORE2 A	Follow enterprise OHS procedures
RUA AGCORE3 A	Use hazardous substances safely
RUA AGCORE4 A	Communicate in the workplace
RUA AGCORE5 A	Act to minimise emergencies
RUA AGCORE6 A	Plan daily work routines

In addition three of these mandatory units, which cover occupational health and safety, are required at levels five and six qualifications. These are a mandatory part of the Diploma and Advanced Diploma qualifications and are as follows:

RUA AGCORE2 A	Follow enterprise OHS procedures
RUA AGCORE3 A	Use hazardous substances safely
RUA AGCORE5 A	Act of minimise emergencies

These units are relevant within the Certificate I in Agriculture. For someone who enters the industry at a higher level, competency in these units would need to be established to complete the requirements for the higher level qualification. For this reason these units are not part of the points system for the Agriculture packaging and qualifications.

For a General (cross sector), qualification in Agriculture the following rules apply:

### Certificate I in Agriculture

Total score required = minimum of 5 points with

- 6 mandatory Units;
- 5 points for units of competency at Level 1 or above

### Certificate II in Agriculture

Total score required = minimum of 30 points with

- 6 mandatory Units;
- 24 points from Units of Competency at Level 2 or above;
- 6 points from other rural Units of Competency (at any level)

**continued . . .**

**Certificate III in Agriculture**

Total score required = minimum of 36 points with

- 6 mandatory Units;
- 30 points from Units of Competency at Level 3 or above;
- 6 points from other rural Units of Competency (at any level)

**Certificate IV in Agriculture**

Total score required = minimum of 40 points with

- 6 mandatory Units;
- 32 points from Units of Competency at Level 4 or above;
- 8 points from other rural Units of Competency (at any level)

• **Diploma in Agriculture**

Total score required = minimum of 50 points with

- 3 mandatory Units;
- 25 points from Units of Competency at Level 5 or above;
- 25 points from other rural Units of Competency (at any level)

**Advanced Diploma in Agriculture**

Total score required = minimum of 60 points with

- 3 mandatory Units;
- 30 points from Units of Competency at Level 6 or above;
- 30 points from other rural Units of Competency (at any level)

To achieve a Sector qualification in Agriculture (ie Certificate II in Agriculture (Sector). The rules for each sector are detailed in the front of the sector national competency standards, for example:

(Where “Sector” appears insert “Sheep and Wool”, “Dairy - Production” “Production Horticulture” etc. as applicable. Where no such details appear, the qualification is general (cross sector ) and units can be taken from all standards in the Agriculture, Horticulture and Related Industries.)

**Certificate II in Agriculture (Grain Production)**

Total score required = minimum of 30 points with

- 24 points from Grain Production and/or Rural Generic Units of Competency at Level 2 or above;
- 6 points from other rural Units of Competency (at any level)
- Plus the six core units

Examples of the Specialisation qualifications are given in the Wool Harvesting and Sugar Cane competency standards.



#### **4      ISSUING QUALIFICATIONS**

Persons who have been assessed as having satisfied one or more units of competency, are entitled to a Statement of Attainment for those units.

The accumulation of units of competency can result in the issuing of an AQF qualification according to the packaging set out in the competency standards.

Qualifications will be issued by a Registered Training Organisation.

#### **5      ALIGNMENT TO THE AQF**

To cater for the diverse range and mix of agricultural and horticultural enterprise activities a special alignment system has been developed.

This is based on selections of units being aligned to a qualification. Instead of a predetermined selection of units being allotted to a package which in turn is aligned to a qualification, the system adopted offers extensive flexibility to employers and learners.

#### **Qualifications and Pathways**

The packaging arrangements for the Agriculture Industry ensure that maximum flexibility in pathways to qualifications is achieved and maintained. In this industry it is important that assessment allows for qualifications to be attained no matter how competency has been achieved. This may not be via a formal training arrangement. Assessment of competency is potentially an expensive process in the Agriculture Industry and flexible pathways to achieving competency need to be encouraged so that no waste of resources is incurred in unnecessary training or assessment.

Where cross-industry or other industry standards have been incorporated into the Agriculture standards, they form part of the industry packaging and qualifications requirements.

#### **6      CUSTOMISATION OF QUALIFICATIONS**

##### **Sector-Specific Qualifications**

- For a sector-specific qualification the units of competency which are available for selection are described in the sector standards.
- Selection of units which are not bound by sector specific rules may be taken from all Rural Industries.
- Flexibility to meet individual and enterprise requirements can be accommodated to the extent permitted by sector specific rules or under cross sector rules.

### **Customisation of qualifications with other industry or cross-industry standards**

- It is possible, within the Agriculture Industry's flexible packaging arrangements, to incorporate other industry or cross-industry units of competency into Agriculture qualifications.
- Endorsement of the national ITAB ( RTCA) is required for any such inclusions.

## **7 NEW APPRENTICESHIPS**

New Apprenticeships, which includes New Traineeships, based on the competency standards are gradually being developed by the industry. (Some older style apprenticeships are still being completed, such as the Farm Worker in Victoria, South Australia and Tasmania, and Dairy in NSW.) In most States and Territories the majority of Traineeships articulate into second or third years of an Apprenticeship and in some cases articulate further into Diplomas. Both the New Traineeships and Apprenticeships will be gradually developed and adopted as the Training Packages become available and entry level training arrangements are able to be based on endorsed national industry competency standards.

Generally Traineeships and Apprenticeships are designed for entry at any level and for full articulation from one level to another. In sectors where lower level qualifications are prerequisites, full RPL procedures apply. There are, therefore, no restrictions on progression from one AQF level to another.

Most Traineeships articulate into Apprenticeships. The latter are progressively becoming formalised with the endorsement of sector standards. Some which do not reflect the new system are being phased out. Some New Apprenticeships already articulate into Diplomas. The sectors already formalising articulation from Traineeships upwards are:

- Dairy
- Pigs
- Poultry
- Cattle feedlots
- Cotton

The adoption of the New Apprenticeships in the Agriculture Industry will reflect the following objectives:

- An expanded National Rural Skills Traineeship allowing for an outcome in each sector covered by the Training Package, and will replace all current related traineeships;
- This traineeship will be established at Levels 1 to 4 and potentially could be available at Levels 5 and 6;

- At each of these levels for each of the sectors included in the Training Package the qualification will be the Certificates/Diplomas in Agriculture;
- The only difference between the New Apprenticeship arrangements and other means of reaching a qualification will be the pathway; and so the traineeship pathway will require the same units of competency to be acquired as those identified in the other Certificates in the Training Package at each AQF level.

Entry level training does not vary from the industry requirements for qualifications. This is one of the main reasons for the flexibility maintained in the packaging.

Training providers supporting a traineeship need to determine the needs of the employer and trainee in combining appropriate units of competency to make up the full qualification. They will also need to negotiate with the employer as to the extent of the on-job and off-job components of the training. It is expected that the mandatory units of competency may be delivered off-the-job by the provider as well as parts of those other units which best

## SECTION 2

### NATIONAL COMPETENCY STANDARD

#### ➤ HORSE BREEDING ◀

## SECTION 2 – Competency Standards – Horse Breeding

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### MANDATORY UNITS

#### RUA AGCORE1 A

Meet industry requirements .....	c-1
CORE 1.1   Employment conditions identified	
CORE 1.2   Meet workplace employment requirements	

#### RUA AGCORE2 A

Follow enterprise OHS procedures .....	c-4
CORE 2.1   Comply with provisions of relevant state OHS legislation	
CORE 2.2   Follow farm procedures for hazard identification and risk control	
CORE 2.3   Render appropriate emergency procedures	
CORE 2.4   Administer first aid	
CORE 2.5   Participate in arrangements for maintaining health and safety of all people in the rural workplace	

#### RUA AGCORE3 A

Use hazardous substances safely .....	c-8
CORE 3.1   Handle hazardous substances	
CORE 3.2   Store hazardous substances	
CORE 3.3   Transport hazardous substances	
CORE 3.4   Use hazardous substances	
CORE 3.5   Act in emergency situations with hazardous substances	

#### RUA AGCORE4 A

Communicate in the workplace .....	c-11
CORE 4.1   Gather, record and convey data	
CORE 4.2   Gather, record and provide information in response to workplace requirements	
CORE 4.3   Participate in work groups or teams	
CORE 4.4   Participate in workplace meetings	
CORE 4.5   Interact with others in the workplace	
CORE 4.6   Communicate with the industry network	

**RUA AGCORE5 A**

Act to minimise emergencies .....	c-14
CORE 5.1 Act to minimise emergency situations	
CORE 5.2 Act as instructed in emergencies	
CORE 5.3 Implement fire prevention and control on site and in the workshop	
CORE 5.4 Deal with gas emergencies	

**RUA AGCORE6 A**

Plan daily work routines .....	c-16
CORE 6.1 Interpret work schedules	
CORE 6.2 Organise materials and equipment	
CORE 6.3 Respond to problems as they occur	

**LEVEL 1****RUA AG1070PM A**

Implement pest control programs.....	1-1
1070.1 Determine pests	
1070.2 Control pests	
1070.3 Dispose of pests and control agents	

**RUA AG1700HB A**

Carry out industry responsibilities .....	1-4
1700.1 Adopt current industry workplace practice	
1700.2 Meet workplace requirements	
1700.3 Carry out workplace responsibilities	

**RUA AG1701HB A**

Feed and water horses .....	1-7
1701.1 Mix and offer feed under instructions from trainer/manager	
1701.2 Check paddocked horses	
1701.3 Water horses	

**RUA AG1702HB A**

Communicate within the horse breeding industry.....	1-10
1702.1 Communicate with other industry personnel	
1702.2 Communicate within the stable	

**RUA AG1703HB A**

Prepare and transport horses.....	1-12
1703.1 Prepare for travelling	
1703.2 Load horses	
1703.3 Transport horses	
1703.4 Unload horses	

**LEVEL 2****RUA AG2100EO A**

Operate ride-on farm vehicles .....	2-1
2100.1 Select machine and attachments appropriate for the job	
2100.2 Perform routine maintenance	
2100.3 Operate ride-on farm vehicles as transport on farm	
2100.4 Muster stock using ride-on farm vehicles	
2100.5 Spray farm chemicals using ride-on farm vehicles	
2100.6 Transport ride-on farm vehicles on/in another vehicle	

**RUA AG2101EO A**

Operate property vehicles .....	2-5
---------------------------------	-----

- 2101.1 Carry out routine pre-start checks
- 2101.2 Carry out routine maintenance
- 2101.3 Drive property vehicles

**RUA AG2102EO A**

- Operate tractors .....2-8
  - 2102.1 Describe factors affecting a safe tractor operation
  - 2102.2 Perform routine tractor maintenance
  - 2102.3 Operate tractor(s)

**RUA AG2522DY A**

- Carry out basic fencing operations.....2-12
  - 2521.1 Maintain basic fencing tools
  - 2521.2 Make repairs to farm fences
  - 2521.3 Dismantle an existing wire fence
  - 2521.4 Install sundry electric fences

**RUA AG2700HB A**

- Carry out daily horse routines .....2-16
  - 2700.1 Clean stables and surrounding areas
  - 2700.2 Perform daily work program
  - 2700.3 Select, catch and tie up horses
  - 2700.4 Groom and rug horses

**RUA AG2701HB A**

- Carry out regular horse observation.....2-19
  - 2701.1 Carry out horse checks
  - 2701.2 Deal with horse emergencies
  - 2701.3 Provide veterinary procedure support

**RUA AG2702HB A**

- HRB7 Care for foals .....2-22
  - 2702.1 Carry out newborn foal care
  - 2702.2 Care for suckling foals
  - 2702.3 Care for orphan foals
  - 2702.4 Care for sick or injured foals

**RUA AG2703HB A**

- Care for young horses .....2-25
  - 2703.1 Wean foals
  - 2703.2 Educate weanling horses
  - 2703.3 Provide routine support for young horses
  - 2703.4 Prepare sale horses
  - 2703.5 Care for horses at sales

**RUA AG4131EM A**

Maintain farm improvements .....	2-28
4131.1	Regularly assess conditions of farm structures
4131.2	Plan new sheds, buildings and other structures
4131.3	Prepare a site and pour concrete
4131.4	Fabricate structures
4131.5	Dismantle structures
4131.6	Maintain land surrounding farm structures

**LEVEL 3****RUA AG3021OH A**

Implement and monitor the enterprise OHS program .....	3-1
3021.1	Provide information to farm workers about OHS in the industry and the farm's health and safety procedures
3021.2	Implement and monitor the involvement of workers in maintaining the health and safety of all people in the rural workplace
3021.3	Implement and monitor the farm procedures for identifying OHS hazards, assessing risks and maintaining effective control measures
3021.4	Implement the farm procedures for dealing with emergencies affecting health and safety of people on the rural workplace
3021.5	Administer First Aid
3021.6	Implement and monitor the farm procedures for maintaining OHS records

**RUA AG3201BM A**

Perform administrative duties .....	3-5
3201.1	Process mail
3201.2	Operate office equipment
3201.3	Facilitate business communication
3201.4	Maintain filing systems
3201.5	Process financial transactions

**RUA AG3202BM A**

Organise human resources .....	3-8
3202.1	Participate in staff selection
3202.2	Induct staff
3202.3	Organise work programs
3202.4	Develop teamwork
3202.5	Supervise staff
3202.6	Review staff performance

**RUA AG3532DY A**

Establish pastures and crops .....	3-11
3532.1	Prepare paddocks for seeding
3532.2	Sow pastures or crops
3532.3	Maintain pasture or crop vigour

**RUA AG3533DY A**

Conserve pastures and crops .....	3-14
3533.1	Prepare for fodder conservation
3533.2	Prepare paddocks for fodder conservation
3533.3	Make fodder

**RUA AG3700HB A**

Select horses for breeding .....	3-17
3700.1	Select mares
3700.2	Select stallions
3700.3	Assess progeny

**RUA AG3701HB A**



Handle and care for stallions .....	3-20
3701.1 Care for stallions	
3701.2 Handle stallions for mating procedures	

**RUA AG3702HB A**

Care for broodmares .....	3-23
3702.1 Carry out mare maintenance	
3702.2 Catch and handle mares	
3702.3 Provide post-weaning care for mares	

**RUA AG3703HB A**

Carry out mare mating procedures .....	3-26
3703.1 Identify ovulating mares	
3703.2 Attend mares for service	
3703.3 Provide support for pregnancy testing procedures	

**RUA AG3704HB A**

Care for mares at foaling .....	3-29
3704.1 Prepare mares for foaling	
3704.2 Provide foaling care	
3704.3 Carry out post-foaling procedures	

**RUA AG3705HB A**

Carry out basic hoof care procedures and dentition.....	3-32
3705.1 Use basic farriery tools	
3705.2 Replace dislodged and loose shoes	
3705.3 Inspect horse's teeth	

**RUA AG3706HB A**

Practice responsible usage of prescribed medication .....	3-35
3706.1 Use medication in line with recognized efficacy and legislative requirements	

**LEVEL 4****RUA AG4021OH A**

Establish and maintain the enterprise's OHS program.....	4-1
4021.1 Establish and maintain farm OHS plans and programs	
4021.2 Establish and maintain arrangements to ensure the involvement of all workers in the management of OHS	
4021.3 Establish and maintain procedures for identifying OHS hazards, assessing risk and maintaining the most appropriate control measures	
4021.4 Establish and maintain procedures for dealing with OHS emergencies on the farm	
4021.5 Establish and maintain an OHS induction and training program	

**RUA AG4202BM A**

Delivery and review training (Category 1 Workplace Trainer) .....	4-5
4202.1 Confirm the need for training	
4202.2 Plan and document training session	
4202.3 Arrange location and resources	
4202.4 Notify trainees	
4202.5 Instruct trainees	
4202.6 Provide opportunities for practice	
4202.7 Confirm trainee has reached required standard of performance	
4202.8 Evaluate training session	
4202.9 Record training	
4202.10 Provide information on training	

**RUA AG4204BM A**

Operate within a budget framework .....	4-9
4204.1      Participate in formulation of budget	
4204.2      Supervise financial transactions	

**RUA AG4205BM A**

Budget for farm production.....	4-11
4205.1      Assess financial resources	
4205.2      Assess physical resources	
4205.3      Assess personal resources	
4205.4      Assess personal drawings	
4205.5      Develop budgets	
4205.6      Monitor budgets	

**RUA AG4700HB A**

Prevent and treat equine injury and disease .....	4-14
4700.1      Recognise and report common ailments	
4700.2      Apply disease or ailment prevention procedures	
4700.3      Treat equine injury and disease	

**RUA AG4701HB A**

Provide support for the conduct of artificial insemination procedures.....	4-17
4701.1      Obtain semen	
4701.2      Inseminate mares	
4701.3      Provide post-mating care for horses	

**RUA AG4702HB A**

Carry out stud stable management duties.....	4-20
4702.1      Nominate horses for sales or exhibition	
4702.2      Apply relevant requirements	
4702.3      Maintain stud records	
4702.4      Supervise business management and financial affairs	

## BACKGROUND INFORMATION

The Australian Horse Breeding industry is a very diverse primary industry which creates significant economic activity in both the rural and urban communities. It is estimated that there are approximately 1.5 million horses in Australia, including some 40,000 feral horses. The racing industry, whether involving thoroughbred or standardbred horses, forms the biggest interest group. The leisure horse industries have a large following, too, with the numbers estimated through annual horse registrations as follows:

- 28,500 horses registered with the Equestrian Federation of Australasia through some 500 clubs and 13,800 members
- 60,000 riding members of pony clubs
- 5,000 active competitors in the rodeo circuit
- 10,000 horses are registered with the Australian Stock Horse Society.

The competencies required for people working in the racing and leisure sectors are covered in other standards and areas - the aim of these competencies is to describe the competencies required for people working in the Horse Breeding sector only.

This industry is large by world standards - with Australia producing the second highest number of thoroughbred foals in the world (about 20,000 - second only to USA); and about 10,000 standardbreds. The breeding of horses for the equestrian sport industry is loosely structured around performance horses, including warmbloods, or around equestrian centres which concern themselves with teaching pupils and training horses. About 385,000 non-racing horses are registered with some forty-four (44) breed societies - with many of them having dual registration.

The development of competencies for the Horse Breeding sector was first envisaged in the latter half of 1993, following the endorsement of competencies for the Thoroughbred and Harness Racing sectors.

These industries and most other sections of the horse industry now have a range of training initiatives and developments under way, all of which need to be underpinned by nationally agreed competencies.

As stated, the total horse industry is made up of a number of sectors, ranging from the leisure to the working sectors. This document establishes the competencies that relate to the Horse Breeding sector, which may include some competencies common to the other sectors.

The competencies outlined in this document do not include the full range of functions carried out in this industry, nor do they reflect any award classification or its qualification. The functions specified are those specifically relating to horses and horse activities and do not include those involved in administration or stewards. They are an outline of the vocation, and competencies of individuals working in this industry.

It is intended that these competencies should be viewed as being in three distinct parts:

- (a) General Competencies common to all industries that are rural or livestock related
- (b) General Horse Industry Competencies common across all horse sectors
- (c) Specific Horse Breeding Competencies applicable to that sector

The competencies listed are to delineate the industry expectations up to Australian Qualifications Framework (AQF) Level 4. Some of the competencies required at AQF Levels 5 & 6 may be encompassed in the Rural Business Management standards.

**INDUSTRY CONSULTATION**

The development of these competency standards has been overseen by a national steering committee, which provided linkages to the industry through individual and State based networks.

The following people were initially asked to assist in validating this document with the wider horse breeding industry:

Carla Alexander - Victorian Bloodhorse Breeders Association - Flemington VIC  
Julia Barnett - NSW Bloodhorse Breeders Association - Randwick NSW  
Jim Bartholomew - NSW Bloodhorse Breeders Association - Randwick NSW  
Sally Boyle - Horse Breeder - Melton VIC  
Brian Brown - Australian Stockhorse Society - Scone NSW  
John Digby - Keeper of the Australian Studbook - Australian Jockey Club - Randwick NSW  
Laurie Doube - Torrens Valley Institute of TAFE - Gilles Plains SA  
Stuart Drinnan - Thoroughbred Breeders Tasmania - Hobart TAS  
Jan Eagleton - Australian Equine Veterinary Association - Artarmon NSW  
Bill Howey - Veterinary Consultant - Scone NSW  
Ronnie Jackson-Smith - Western Australian Bloodhorse Breeders Association - Belmont WA  
Kevin Kurrle - Goulburn Ovens Institute of TAFE - Wangaratta VIC  
Maybeth Lepine - Thoroughbred Breeders Queensland - Toowoomba QLD  
Bob Lutherburrow - Australian Standardbred Breeders Association - Hattonvale QLD  
Jenny McAlpine - NSW Bloodhorse Breeders Association - Randwick, NSW  
Angus McKinnon - Goulburn Valley Veterinary Clinic – Shepparton VIC  
Ian Pickett - Torrens Valley Institute of TAFE - Gilles Plains SA  
John Randles - Harness Racing Training Centre - Bendigo VIC  
Elaine Robertson - SA Thoroughbred Breeders - Adelaide SA  
Greg Tobin - Thoroughbred Breeders Australia - Kingsford NSW

## STANDARDS DEVELOPMENT

### 1.1 What are Competency Standards?

Competency Standards are statements of the level of skills, knowledge and attitude expected of people in various positions and roles in the workplace. Competency Standards cover all occupations. For example, in the horticulture industry the standards would apply to farmhands, seasonal workers, supervisors, owner/operators and managers. They describe what standards of performance are required for each occupation. If everyone working in an industry is employing best practice, then the industry is performing as well as it can.

Competency Standards documents do not describe the levels of competence for specific occupations. They describe the progression of competence from the performance of simple tasks to the performance of more complex tasks. Simple tasks constitute the work of members of semi-skilled occupations and more complex tasks describe the work of more qualified and experienced occupations which often include managerial duties as well as responsibilities to apply advanced skills and knowledge.

Competency Standards do not invent new standards of performance or force people to work harder. They provide guidance on how people can work smarter. They express what should be best practice for those working in the industry now and in the future. Competency Standards anticipate change and contain the latest information on new technology and smarter ways of doing things. They assist in technology transfer.

Standards are developed by an industry or organisation through an extensive process that involves identifying the skills, knowledge and attitudes required in the workforce, now and in the future. Competency standards are reviewed on a regular basis to ensure that they reflect changes in technologies and work practices. Development and validation of standards involves extensive consultation with stakeholders in an industry.

In summary, standards set the benchmarks for performance. The primary purpose of the National Competency Standards is to guide the design and development of training programs. **In short, competencies describe best practice: training packages developed from competencies teach best practice.**

## 1.2 How Do I Interpret This Document?

The competencies have been broken down into:

<b>Industry:</b> Rural <b>Area of Competency :</b> Generic/Technical/Chemical <b>Sector:</b> Industry	
<b>Unit of Competency</b>	This describes what a person is capable of doing in the workplace. These are very broad statements and describe only the major roles and functions. The unit needs to integrate knowledge, skills and application which must be assessable.
<b>Element of Competency</b>	<b>Performance Criteria</b>
These are the building blocks for the units of competency. They describe in output terms what is done in the workplace within each unit of competence.	This refers to how well and to what level a competent person should perform a specified activity in the workplace.
<b>A. RANGE OF VARIABLES</b> <ul style="list-style-type: none"> <li>This describes the context and conditions under which competent performance is expected when carrying out the specific tasks in the workplace.</li> </ul>	
<b>B. EVIDENCE GUIDE</b> <p><b><u>Key Outcomes</u></b>            This describes the key workplace outcomes to which satisfactory completion of this unit is a major contribution.</p> <p><b><u>OHS issues that impact upon the performance of this unit</u></b></p> <p><b><u>Holistic Outcome</u></b>            This describes what visible evidence as one event would prove that:            a) all elements of this unit have been satisfactorily completed            b) this unit and the following units have been satisfactorily completed:            .....            .....</p> <p><b><u>Underpinning knowledge and skills</u></b>            Describes specified areas of knowledge and specified tasks which should be performed by the participant.</p> <ul style="list-style-type: none"> <li>A knowledge of:              - .....</li> <li>The ability to:              - .....</li> </ul>	
<b>C. ASSESSMENT GUIDE</b> <p><b>Assessment of this unit is to be conducted in accordance with the Assessment Guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture.</b></p> <p><b><u>Authority managing and conducting assessments</u></b>            This entry will be  <b>'Authorised Registered Training Organisations'.</b></p> <p><b><u>Special outcomes of assessment for purposes of licensing by a government or other authority</u></b>            These should be specified, or if there are none, this entry will be:  <b>'There are no licensing requirements for this unit'.</b></p> <p><b><u>Interdependent assessment of units</u></b>            What implications there are from other units for assessment of this unit, such as:            a) essential pre-requisites            b) suggested combinations of units for reasons of efficiency of assessment, access, etc</p>	

**Qualifications of Assessor**

This entry will be:

**‘Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: “Conduct Assessment in Accordance with an Established Assessment Procedure” and “Plan and Review Assessment”’.**

**Only qualified assessors engaged by a Registered Training Organisation are able to endorse a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people which complies with the above criteria’.**

*A further entry may be made here, for example when there is special endorsement of an assessor due to licensing requirements eg Farm Chemicals.*

**Measures to ensure consistency in assessment**

This entry will be:

**‘These measures are described in the Assessment Guidelines of the industry-endorsed Trainer’s Guide for the unit’.**

**Where this unit is assessed**

This will indicate the particular environment and/or circumstances required for assessment of the unit, or alternatively this entry will be:

**‘Competency is to be demonstrated in an agricultural workplace or in a situation which reproduces agricultural workplace conditions’.**

**Resources required beyond those normally found in a functioning agricultural workplace**

This entry will describe any specific resources required for assessment, or alternatively the entry will be:

**‘There are no additional resources required for assessment of this unit’.**

## Utilisation of key competencies in the performance of this unit

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting, analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology

- ◇ Communicating -
- ◇ Collecting, analysing and organising information -
- ◇ Planning and organising activities -
- ◇ Working with teams and others -
- ◇ Using mathematical ideas and techniques -
- ◇ Solving problems -
- ◇ Using technology -

## CODING OF UNITS OF COMPETENCY

(complying with the National Training Information System (NTIS))

Example

Training Package	Unit Number	Version	Year of Endorsement
RUA	AG2800HB	A	98

Each Training Package will be identified on the front cover by:

‘Training Package’ eg:- **RUA 98** - being **RU**ral Agriculture

and ‘Year of Endorsement’ eg - endorsed in **1998**

(eg: **RUA 98** - Qualifications in Agriculture endorsed in 1998)

Each Unit of Competency will be identified by the 'Training Package', 'Unit Number' and 'Version'.

Therefore example shown above - **RUA AG2800HB A** is interpreted as:

**RUA** - **RU**ral **A**griculture Training Package

**AG** - Agriculture, **2** level (applicable to original sector level), **800** additional identifying numbers,

**HB** area of activity (**H**orse **B**reeding)

**A** - Version A (ie first version)



## RELATING INDUSTRY EXPECTATIONS TO THE AUSTRALIAN QUALIFICATIONS FRAMEWORK

While it has traditionally not had a defined training philosophy nor career path, the Horse Breeding sector has, in the past, tended to adopt a structure which is in concert with the overall thrust of the AQF Level framework and descriptors.

The following is intended to place the overall duties and expectations of individuals in this industry into context with the AQF Levels.

Role	Expectations
<b>AQF LEVEL 1</b> <ul style="list-style-type: none"> <li>Basic tasks under supervision</li> <li>Appropriate induction to the industry and stable operations</li> </ul>	<ul style="list-style-type: none"> <li>Daily routines</li> <li>Basic horse care tasks</li> <li>Grooming and feeding</li> </ul>
<ul style="list-style-type: none"> <li>Work at AQF Level 1 will be under direct supervision with regular checking</li> <li>Progression to AQF Level 2 is achieved when the individual demonstrates that the need for supervision has diminished and they are undertaking the relevant tasks at this level</li> <li>Recognition of prior learning will enable an individual to be able to operate at higher levels</li> </ul>	
<b>AQF LEVEL 2</b> <ul style="list-style-type: none"> <li>Basic tasks under reduced supervision</li> <li>Undertake increased responsibility for individual animals</li> </ul>	<ul style="list-style-type: none"> <li>Decision making under supervision, eg. feeding</li> <li>Basic horse health procedures under instruction</li> <li>Fitting tack and related tasks</li> </ul>
<ul style="list-style-type: none"> <li>Work at AQF Level 2 is likely to be under routine supervision with routine checking</li> <li>Progression to AQF Level 3 is achieved when the individual is able to carry out the daily horse routines unsupervised and is beginning to have input into decision making</li> <li>Progression can also be achieved by the individuals accessing recognised training or through recognition of prior learning</li> </ul>	
<b>AQF LEVEL 3</b> <ul style="list-style-type: none"> <li>Undertake daily routines without supervision</li> <li>Ability to carry out instructions</li> <li>Limited staff supervision</li> </ul>	<ul style="list-style-type: none"> <li>Increased stud responsibilities and horse husbandry duties</li> <li>Specialised stable routines under minimal supervision, eg. basic health routines</li> <li>Communication within the operation network, eg. owners, vet, farrier, trainer and studmaster</li> </ul>
<ul style="list-style-type: none"> <li>Personnel at AQF level 3 will generally be working without supervision and will need to be keen observers, analyse what they see, draw conclusions and act accordingly</li> <li>Individuals will progress to AQF Level 4 on completion of appropriate training or with suitable recognition of prior learning - having demonstrated the ability to conduct the daily operation when required</li> </ul>	

Role	Expectations
<b>AQF LEVEL 4</b> <ul style="list-style-type: none"> <li>Completed appropriate training or assessed appropriate experience</li> <li>Supervision of other stable employees</li> <li>Supervise total field operation as required</li> </ul>	<ul style="list-style-type: none"> <li>Supervision of stud activities</li> <li>Make management decisions, eg. education programs</li> <li>Interpret information and horse breeding</li> <li>Conduct some stud business operations</li> </ul>
<b>AQF LEVEL 5</b> <ul style="list-style-type: none"> <li>Undertaking management planning, eg. financial, staff training, marketing and pedigree analysis</li> <li>Manager in charge of stud operations</li> <li>Supervision of personnel up to AQF Level 4</li> </ul>	<ul style="list-style-type: none"> <li>Supervision and management of all stable staff</li> <li>Prepare training targets and staff training programs</li> </ul>
<ul style="list-style-type: none"> <li><i>AQF Level 5 personnel would include the stud managers of commercial breeding operations - usually achieving this through extensive experience and/or by undertaking further formal management training</i></li> <li><i>This level and above is differentiated from the lower levels by the individual assuming the responsibility of making the actual management decisions based on information supplied by the stable hands, stud master or stable foreman</i></li> </ul>	
<b>AQF LEVEL 6</b> <ul style="list-style-type: none"> <li>Administration of Breed Societies</li> <li>Manager of a total horse breeding business</li> <li>Management of all stud staff</li> </ul>	<ul style="list-style-type: none"> <li>Act as Public Officer and Executive for a Branch</li> <li>Stud manager</li> </ul>

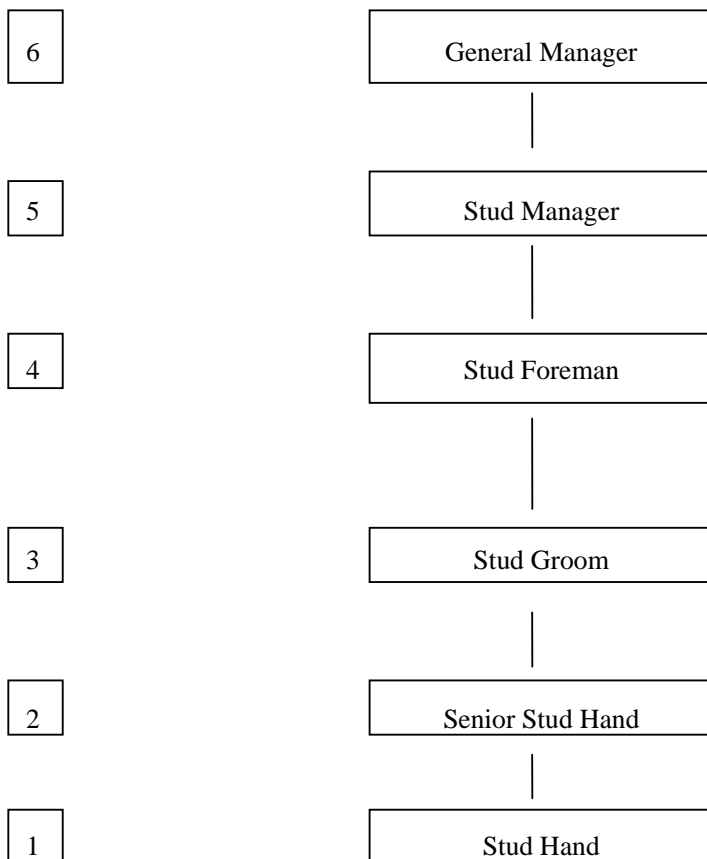
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## INDUSTRY EMPLOYMENT LEVELS AND DESCRIPTION RELATED TO THE AQF LEVELS

The career path in this industry can be delineated:

### AQF LEVEL

### HORSE BREEDING INDUSTRY LEVEL



These levels only referred  
to in this document

- The employment levels noted here are those that would typically apply across the industry but it must be recognised that, while competencies can be achieved through experience, they are generally achieved with a combination of formal training and on the job experience.
- Employees in this industry have the opportunity to advance along a career path as designated above. They also have the opportunity to progress to AQF Level 5 and beyond by achieving additional competencies in specialised areas of management through sales, training, marketing and consulting areas.
- Entry to the industry will predominantly be at AQF Level 1.



## IDENTIFICATION OF HORSE BREEDING INDUSTRY UNITS OF COMPETENCY WITHIN THE AUSTRALIAN QUALIFICATIONS FRAMEWORK LEVELS AQF 1 – AQF 4

### MANDATORY UNITS

<b>AGCORE1 A</b>	Meet industry requirements	<b>AGCORE4 A</b>	Communicate in the workplace
<b>AGCORE2 A</b>	Follow enterprise OHS procedures	<b>AGCORE5 A</b>	Act to minimise emergencies
<b>AGCORE3 A</b>	Use hazardous substances safely		Plan daily work routine

### HORSE BREEDING INDUSTRY

Unit of Competence RUA	Unit Title	AQF Level 1	AQF Level 2	AQF Level 3	AQF Level 4
<b>AG1070PM A</b>	Implement pest control programs				
<b>AG1700HB A</b>	Carry out industry responsibilities				
<b>AG1701HB A</b>	Feed and water horses				
<b>AG1702HB A</b>	Communicate within the horse breeding industry				
<b>AG1703HB A</b>	Prepare and transport horses				
<b>AG2100EO A</b>	Operate ride-on farm vehicles				
<b>AG2101EO A</b>	Operate property vehicles				
<b>AG2102EO A</b>	Operate tractors				
<b>AG2522DY A</b>	Carry out basic fencing operations				
<b>AG2700HB A</b>	Carry out daily horse routines				
<b>AG2701HB A</b>	Carry out regular horse observation				
<b>AG2702HB A</b>	Care for foals				
<b>AG2703HB A</b>	Care for young horses				
<b>AG4131EM A</b>	Maintain farm improvements				
<b>AG3021OH A</b>	Implement and monitor the enterprise OHS program				
<b>AG3201BM A</b>	Perform administrative duties				
<b>AG3202BM A</b>	Organise human resources				
<b>AG3532DY A</b>	Establish pastures and crops				
<b>AG3533DY A</b>	Conserve pastures and crops				
<b>AG3700HB A</b>	Select horses for breeding				
<b>AG3701HB A</b>	Handle and care for stallions				
<b>AG3702HB A</b>	Care for broodmares				
<b>AG3703HB A</b>	Carry out mare mating procedures				
<b>AG3704HB A</b>	Care for mares at foaling				
<b>AG3705HB A</b>	Carry out basic hoof care procedures and dentition				
<b>AG3706HB A</b>	Practice responsible use of prescribed medicine				
<b>AG4021OH A</b>	Establish and maintain the enterprise OHS program				
<b>AG4202BM A</b>	Deliver and review training				
<b>AG4204BM A</b>	Operate within a budget framework				
<b>AG4205BM A</b>	Budget for farm production				
<b>AG4700BM A</b>	Prevent and treat equine injury and disease				
<b>AG4701BM A</b>	Provide support for the conduct of artificial insemination procedures				

AG4702BM A	Carry out stud stable management duties				
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- Employees in this industry have the opportunity to advance along a career path as designated in the above matrix. They also have the opportunity to progress to AQF Level 5 and above by acquiring abilities in the general units and then moving into a management role through achieving Rural Business Management competencies.

## GAINING A QUALIFICATION: HORSE BREEDING

A qualification formally recognises the level and range of competency of an individual.

A qualification is constructed around a point score based on achievement of Units of Competency.

The points for each Unit of Competency correspond to its level.

eg.     AQF Level 1 Unit of Competency = 1 point  
           AQF Level 2 Unit of Competency = 2 points     (Except AG2005CH – AG2012CH  
           AQF Level 3 Unit of Competency = 3 points     = 0.5 points each)  
           AQF Level 4 Unit of Competency = 4 points  
           AQF Level 5 Unit of Competency = 5 points  
           AQF Level 6 Unit of Competency = 6 points

For this industry, units of competency (other than AGCORE 1-6 and AG2005-2012CH) that are aligned to a particular qualification carry a point value equal to the AQF level of that qualification. Units used in other qualifications maintain the points value from their initial alignment. For general qualifications in agriculture, units are valued at the points level indicated by the first numeral in the unit code (refer following examples).

RUA AG1070PM A – Implement pest control programs (This unit has a value of one point)

RUA AG4202BM A – Deliver and review training (This unit has a value of four points)

### Mandatory units

Six mandatory units are required at the first four levels of qualifications because these competencies are practised at each of these levels of work. The core units that are required as a mandatory part of the Certificates 1 to IV are as follows:

RUA AGCORE1 A	Meet industry requirements
RUA AGCORE2 A	Follow enterprise OHS procedures
RUA AGCORE3 A	Use hazardous substances safely
RUA AGCORE4 A	Communicate in the workplace
RUA AGCORE5 A	Act to minimise emergencies
RUA AGCORE6 A	Plan daily work routine

These units are relevant within the Certificate I in Agriculture. For someone who enters the industry at a higher level, competency in these units is needed to be established to complete the requirements for the higher level qualification. For this reason these units are not part of the points system for the Agriculture packaging and qualifications.

In addition three of these mandatory units, which cover occupational health and safety, are required at levels five and six qualifications. These are a mandatory part of the Diploma and Advanced Diploma qualifications and are as follows:

RUA AGCORE2 A	Follow enterprise OHS procedures
RUA AGCORE3 A	Use hazardous substances safely
RUA AGCORE5 A	Act to minimise emergencies

**The Farm Chemicals Users Training Program encompasses the underpinning knowledge and skills for the units of competency RUA AG2005CH A – RUA AG2012CH A. Successful completion of this training program satisfies licensing requirements to purchase and use agricultural/veterinary chemicals.**

**Achievement of the performance criteria for these units of competency – as determined through Workplace Assessment – will contribute a total of 4 points towards an AQF qualification.**

To achieve a qualification in **Agriculture (Horse Breeding)** the following rules apply:

**Certificate I in Agriculture (Horse Breeding) (RUA 1 07 98)**

Total score required = 5 points with

- 6 mandatory Units;
- 5 points from Horse Breeding Units of Competency at Level 1 or above.

**Certificate II in Agriculture (Horse Breeding) (RUA 2 07 98)**

Total score required = 30 points with

- 6 mandatory Units;
- 18 points from Horse Breeding Units of Competency at Level 2 or above;
- 12 points from other Rural Units of Competency (any level).

**Certificate III in Agriculture (Horse Breeding) (RUA 3 07 98)**

Total score required = 36 points with

- 6 mandatory Units;
- 21 points from Horse Breeding Units of Competency at Level 3 or above;
- 15 points from other Rural Units of Competency (any level).

**Certificate IV in Agriculture (Horse Breeding) (RUA 4 07 98)**

Total score required = 40 points with

- 6 mandatory Units;
- 28 points from Horse Breeding Units of Competency at Level 4 or above;
- 12 points from other Rural Units of Competency (any level).

**To gain a “general” (cross-sector) National Certificate in Agriculture, units from this sector can be combined with units from any other Agriculture or Horticulture sector at the appropriate level.**



## KEY COMPETENCIES AND THE WORKPLACE

### 1.0 Language, Literacy and Numeracy

While it is not compulsory, well developed language, literacy and numeracy skills are desirable for anyone working in this industry.

Particularly in areas such as occupational health and safety, farm chemicals or machinery and vehicle operation, individuals who are unable to demonstrate literacy up to the required level should make arrangements to rectify the deficiency. This can either be achieved through bridging language, literacy and numeracy training or through the use of an interpreter to minimise both personal and community danger.

### 2.0 The relationship of Key Competencies to the Industry Competencies

The seven areas of employment related key competencies are all to some degree required as an inherent part of the competencies expressed for Horse Breeding. Because they form an integral part of the competencies, they are identified at the end of each unit of competency in table form and as a brief resume of how they reflect on that unit.

#### a) Communicating Ideas and Information

It is probably true to say that in the past there has been little involvement by the industry in the area of communication, possibly because of a preoccupation with the achievement of both manual and livestock skills which have a direct impact on the economic viability of the breeding operation.

This overall philosophy still predominates but with the changes in technology and the people and business pressures currently facing the industry, the need for improved language and communication skills is becoming more and more important.

This is particularly so in areas such as that of communicating within the industry network, with owners and stud managers, or when basic literacy skills in reading feeding or mating instructions are essential.

The scheduling of mating operations, communicating with owners or personnel in planning or about horse health issues are typical examples of the daily need for these competencies.

#### b) Collecting, Analysing and Organising Information

Sound investigative skills backed with a broad knowledge of horses and their requirements are needed by all participants in this industry. For instance, participants need on a routine basis to collate relevant information, analyse individual cases or symptoms, observe abnormalities - whether they are horse health issues or the horse breeding operation, and accurately report their findings.

This includes information on feed consumption and availability as well as health monitoring for reporting to other stud personnel as the basis for diagnosis of disease or mating readiness.

**c) Planning and Organising Activities**

As outlined in (d), activities in this industry are based on teamwork and, to be effective, planning and organising of all activities in a structured way is crucial to operations in the stables.

**d) Working with Others and in Teams**

Teamwork is the basis of work in horse breeding. Not only are participants in this industry increasingly required to interact with a wide range of industry and professional personnel engaged from outside the stud operation but close co-operation with all other stud personnel is essential for safe and skilled work completion.

As in communication, the development of these abilities is crucial to both progression and success in this industry. It is important that all those entering the industry quickly develop a feeling for the horses in their care; and an appreciation of the need to develop a close working relationship with the animals in their care will ensure optimum efficiency and a commitment to the stud breeding goals.

**e) Using Mathematical Ideas and Techniques**

Traditional mathematics skills are used in many of the daily routines at the stud and in the planning process. These range from those of calculating volumes, dosages or feed quantities, and monitoring stallion performance through to client billing and business management.

**f) Solving Problems**

It is the nature of this industry, because of the everyday handling and interaction with horses and teams of stud personnel, that problem solving skills are continually required. The abilities to make decisions based on sound reasoning, and to act resourcefully, are also underlying requirements for competency in this industry.

**d) Using Technology**

In this industry there is increasing need for competence in various technologies. This will cover a wide range of situations including the use of computers in maintaining breeding records and business management to equipment operation and the use of electronic aids and communication equipment.

Three levels of utilising key competencies are indicated as follows:

- "1" Describes the competence needed to undertake activities efficiently and with sufficient self management to meet the explicit requirements of the activity and to make judgement about quality of outcome against established criteria.
- "2" Describes the competence needed to manage activities requiring the selection, application and integration of a number of elements, and to select from established criteria to judge quality of process and outcome.
- "3" Describes the competence needed to evaluate and reshape processes, to establish and use principles in order to determine appropriate ways of approaching activities, and to establish criteria for judging quality of process and outcome.

## OCCUPATIONAL HEALTH AND SAFETY AND THE HORSE BREEDING INDUSTRY

*“A job performed safely and without risk to health is likely to be the most efficient way of carrying out a work task. In this way, high standards of occupational health and safety (OHS) are linked with increased productivity, efficiency and competitiveness.*

*Prevention of occupational injury and disease relies on the competence of the Australian workforce to identify OHS risks and control them.”<sup>1</sup>*

Recent regulatory changes have shifted the emphasis for managing workplace health and safety away from government to the enterprise level.

The horse breeding industry, along with other rural industries, experiences high rates of work related injury and illness, and consequently increased cost to the industry. Development of OHS skills and knowledge is needed across all levels of the rural workforce from employee to farm owner/manager.

### OHS processes

In order to provide a healthy and safe farm workplace, employers and employees must work together to ensure processes are in place to:

- Identify hazards - What hazards are present in the workplace?
- Assess risks - What is the likelihood of, and severity of, injury or disease which may result from identified hazards?
- Control risk - How can the risk be eliminated or minimised?

The most effective approach to control risk, involves consideration of the **hierarchy of control**, ranging from the most effective control approaches to the least effective.

1. Eliminate the hazard altogether, looking for alternatives, eg., reducing the need to spray hazardous substances
2. Substitute a less hazardous process for the hazard
3. Design or engineering control to reduce risk
4. Change work practice
5. Use of personal protective clothing or equipment

Control of risk associated with each identified hazard then must cover the range of options, their relative cost effectiveness, and the urgency of risk control requirements.

This process underpins the OHS legislation in each State and the accompanying regulations and/or codes of practice.

(It should also be noted that others share responsibility for OHS in the rural sector - including machinery designers and manufacturers, and suppliers of plant and of hazardous substances).

The Horse Breeding industry has its own set of hazards - centered on the fact that the total operation is based on the handling of sometimes unpredictable livestock. The risks are further extended by the fact that, on most occasions, horse work and routines are completed with the animal led or restrained in close proximity.

The principal hazards are therefore from bites, kicks or scratches from horses. The development of an empathy with horses and the use of firm but calm, gentle and unhurried actions is essential to

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<sup>1</sup> Worksafe Australia - *Occupational health and safety and competency based training - some questions answered.* 1995

minimise such hazards in the stud.

## ENVIRONMENTAL STATEMENT

The conduct of a Horse Breeding operation, like many other rural industry sectors, impacts upon the environment in several ways.

This impact ranges from the clearing of land for grazing and the consequences of any associated soil disturbance to the interference with natural drainage lines and consequent need for sediment control.

Horses are notably destructive animals in a grazing environment and will cause serious damage to standing timber through ringbarking. Every precaution needs to be taken to prevent this damage.

The application of inorganic fertilisers and the use of pesticides and veterinary chemicals as an integral part of the stud operation also have separate impacts on the environment and the rivers and streams. Managers in this industry need to be constantly aware of the implications of their actions and the precautions that need to be taken.

# MANDATORY UNITS

<b>Industry: Rural</b> <b>Area of Competency : Generic: Workplace</b>	
<b>RUA AGCORE1 A</b> Meet industry requirement	
<b>Element of Competency</b>	<b>Performance Criteria</b>
CORE1.1 Employment conditions identified	CORE1.1.1 Employment terms and conditions are accepted. CORE1.1.2 Employment documentation is checked for compliance with accepted terms and conditions. CORE1.1.3 Employment conditions are reviewed to ensure currency is maintained.
CORE1.2 Meet workplace employment requirements	CORE1.2.1 Industry developments are promoted in workplace context to improve quality, productivity and conditions. CORE1.2.2 Work practices comply with codes of practice and workplace expectations. CORE1.2.3 Faults and abnormalities in workplace practices are recognised and actioned to enterprise requirements. CORE1.2.4 Dress and personal requirements comply with workplace standards. CORE1.2.5 Employer's expectations are met through completion of workplace routines and specific instructions.
<b>A. RANGE OF VARIABLES</b> <ul style="list-style-type: none"> <li>Sources of information on terms and conditions may include:               <ul style="list-style-type: none"> <li>workplace agreements; relevant union bodies; relevant awards; employment contracts; workplace requirements and etiquette</li> </ul> </li> <li>Industry developments may include:               <ul style="list-style-type: none"> <li>implications of technology changes on employment; industry environment; changes in market conditions</li> </ul> </li> <li>Work practices may include:               <ul style="list-style-type: none"> <li>husbandry; care of equipment; handling of products; materials and crops; farm operations; country etiquette; duty of care; OHS principles</li> </ul> </li> <li>Actions may include reporting; rectifying faults; prevention of damage</li> <li>Enterprise requirements may be provided orally or in writing</li> </ul>	
<b>B. EVIDENCE GUIDE</b> <ul style="list-style-type: none"> <li>It is the expectation from the moment of entry to the workplace that people working in this industry will at all levels display positive work characteristics. They will be expected to demonstrate conscientious work behaviours and work as part of a team. At all times, the work behaviour should be responsible, in accordance with safe working practices and promote a professional image for the industry.</li> <li>Evidence of employment terms and conditions in workplace or simulated environment</li> <li>Documentation may include employee diaries and workplace records covering:               <ul style="list-style-type: none"> <li>achievement of workplace requirements; work practices; faults and abnormalities which have been identified</li> </ul> </li> </ul>	
<b>Key Outcomes</b> The trainee should be: <ul style="list-style-type: none"> <li>aware of employment conditions</li> <li>able to work under enterprise/award employment conditions</li> </ul>	

<b>Industry:</b> <i>Rural</i> <b>Area of Competency :</b> <b>Generic: Workplace</b>	
<b>RUA AGCORE1 A</b> Meet industry requirements	
<p><b>B. EVIDENCE GUIDE</b> (continued)</p> <p><b><u>OHS issues that impact upon the performance of this unit</u></b>  OHS issues include the application of agricultural occupational health and safety principles and conformity with relevant legislation and codes of practice in each state and territory, including duties and responsibilities of all parties.</p> <ul style="list-style-type: none"> <li>• This may include: <ul style="list-style-type: none"> <li>- the maintenance and confidentiality of records of accidents, injuries and diseases; records of hazardous substances being used; special information; induction or training related to activities contained within this unit; health and safety representatives and OHS committees in the larger agricultural enterprises</li> </ul> </li> <li>• Employee should be aware that risk control should aim to eliminate hazards of any description that may be related to this unit. Otherwise the hierarchy of hazard and risk control in order of most effective to least effective is: <ul style="list-style-type: none"> <li>- change in work practices; use of personal protective clothing and/or equipment</li> </ul> </li> <li>• The employee should be made aware of the need for identification and corrective action for hazards pertaining to working in the industry which may include: <ul style="list-style-type: none"> <li>- noise; farm chemicals; venomous animals including snakes and insects; farm dust; solar radiation; electricity; operating machinery on slopes; wind strength and direction when applying farm chemicals; welding hazards; fumes from chemicals; machinery in motion; manual handling, silos</li> </ul> </li> </ul> <p><b><u>Holistic Outcome</u></b>  Employee can work effectively under enterprise/award conditions.</p> <p><b><u>Underpinning knowledge and skills</u></b></p> <ul style="list-style-type: none"> <li>• A basic working knowledge of: <ul style="list-style-type: none"> <li>- codes of practice; industry awards and conditions; employers expectations; sources of information</li> </ul> </li> <li>• The ability to: <ul style="list-style-type: none"> <li>- communicate; use appropriate numeracy and literacy skills efficiently</li> </ul> </li> </ul>	
<p><b>C. ASSESSMENT GUIDE</b></p> <p>Assessment of this unit is to be conducted in accordance with this Assessment Guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture.</p> <p><b><u>Authority managing and conducting assessment, and issuing qualifications</u></b>  Authorised Registered Training Organisation (RTO).</p> <p><b><u>Special outcomes of assessment for purposes of licensing by a government or other authority</u></b>  There are no licensing requirements for this unit.</p> <p><b><u>Interdependent assessment of units</u></b>  This unit can be assessed independently.</p>	

<b>Industry:</b> Rural <b>Area of Competency :</b> Generic: Workplace
<b>RUA AGCORE1 A</b> Meet industry requirements (continued)
<p><b>C. ASSESSMENT GUIDE (continued)</b></p> <p><b><u>Qualifications of Assessor</u></b>          Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment."</p> <p>Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria.</p> <p><b><u>Measures to ensure consistency in assessment</u></b>          These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit.</p> <p><b><u>Where the unit is assessed</u></b>          Workplace.</p> <p><b><u>Resources required beyond those normally found in a functioning agricultural workplace</u></b>          In the workplace the employer must have a copy of the relevant award where applicable, an induction program and any other written materials to meet the employer's obligations under the OHS legislation.</p>

#### Utilisation of key competencies in the performance of this unit

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting, analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
1	1	1	1	1	1	1

- ◇ **Communicating** - in the workplace using enterprise terminology relating to work conditions
- ◇ **Collecting, analysing and organising information** - to ensure safety of self and others
- ◇ **Planning and organising activities** - to ensure coordinated work effort
- ◇ **Working with teams and others** - to ensure safety of self and others
- ◇ **Using mathematical ideas and techniques** - at a level appropriate to work requirements
- ◇ **Solving problems** - to ensure smooth operations
- ◇ **Using technology** - current to enterprise operations



<b>Industry:</b> Rural		<b>This unit is intended for employees without managerial or supervisory responsibilities</b>	
<b>Area of Competency :</b> Generic: Safety			
<b>RUA AGCORE2 A</b> Follow enterprise occupational health and safety (OHS) procedures			
<b>Element of Competency</b>		<b>Performance Criteria</b>	
CORE2.1	Comply with provisions of relevant state OHS legislation	CORE2.1.1	Responsibilities prescribed in OHS legislation for employees are carried out.
		CORE2.1.2	Safety training is undertaken as directed.
		CORE2.1.3	Activity is undertaken in such a manner as to ensure that the health and safety of all others on the farm is not put at risk.
CORE2.2	Follow farm procedures for hazard identification and risk control	CORE2.2.1	Hazards in the farm workplace are recognised and reported to the appropriate person.
		CORE2.2.2	Assessment of risk associated with identified hazards is made in accordance with farm procedures.
		CORE2.2.3	Work for which protective clothing or equipment is required is identified and personal protection equipment is used in accordance with farm procedures.
		CORE2.2.4	Basic safety checks are undertaken before operation on all machinery, including tractors and implements, farm vehicles and motorcycles and relevant action taken according to farm procedures.
		CORE2.2.5	Hazards associated with handling of farm chemicals are identified and notified, and risk assessed in accordance with farm procedures.
		CORE2.2.6	Noise hazards are identified and notified, and risk assessed in accordance with farm procedures.
		CORE2.2.7	Manual handling job risks are assessed prior to activity and work carried out according to currently recommended safe practice.
		CORE2.2.8	Hazards associated with handling animals are identified, risk is assessed and work carried out according to current recommended safe practice.
		COER2.2.9	All farm procedures and work instructions for controlling risk are followed in line with instructions.
		CORE2.2.10	Risks to bystanders, particularly children on farms, are recognised and action is taken to reduce risk associated with jobs on farm.
CORE2.3	Render appropriate emergency procedures	CORE2.3.1	Farm procedures are followed for dealing with accidents, fires and other emergencies.
		CORE2.3.2	Location directions are communicated to emergency personnel.
CORE2.4	Administer first aid	CORE2.4.1	Basic First Aid principles are used to preserve life and minimise injury prior to arrival of medical help.
CORE2.5	Participate in arrangements for maintaining health and safety of all people in the rural workplace	CORE2.5.1	Individuals have input into on-going monitoring and reporting on all aspects of farm safety.
		CORE2.5.2	Individuals assist in developing effective solutions to control the level of risk associated with farm jobs.

<b>Industry:</b> Rural <b>Area of Competency :</b> Generic: Safety	<b>This unit is intended for employees without managerial or supervisory responsibilities</b>
<b>RUA AGCORE2 A</b> Follow enterprise occupational health and safety procedures (continued)	
<p><b>A. RANGE OF VARIABLES</b></p> <ul style="list-style-type: none"> <li>This OHS competency involves application of relevant agricultural occupational health and safety principles and conformity with legislation and codes of practice in each state, including duties and responsibilities of all parties under the general duty of care.</li> <li>The following of established procedures will maximise personal safety and the safety of others on farm.</li> <li>Responsibilities of employees under OHS legislation and regulations include:         <ul style="list-style-type: none"> <li>to cooperate with the employer/supervisor in any action taken to comply with OHS legislation; to take reasonable care for own health and safety; to accept responsibility for protection of the health and safety of others through avoidance of personal action which puts others at risk. This includes smoking in the workplace, use of substances which modify mood or behaviour, engaging in horseplay, not wilfully interfering with, or misusing anything provided to protect health and safety, not wilfully placing at risk the health or safety of any person in the workplace</li> </ul> </li> <li>Relevant OHS training of employees includes:         <ul style="list-style-type: none"> <li>OHS induction, specific OHS training, safe tractor operation and maintenance, safe farm motorcycle/ATV operation</li> </ul> </li> <li>Others may include:         <ul style="list-style-type: none"> <li>safe farm chemical use</li> </ul> </li> <li>Hazards in the rural workplace include:         <ul style="list-style-type: none"> <li>agricultural plant and machinery operation and maintenance (including chainsaws and powered tools), vehicles including motorcycles, noise, farm chemicals, manual handling, animals, solar radiation, electricity, firearms, waterways</li> </ul> </li> <li>Rural hazards for which protective clothing or equipment is required includes:         <ul style="list-style-type: none"> <li>noise associated with farm plant, machinery and animals, pesticides, dusts, work in the sun, welding, use of grinders</li> </ul> </li> <li>Hazardous manual handling tasks include:         <ul style="list-style-type: none"> <li>moving, lifting, carrying of bags, drums, cartons, animals, bales, shovelling, loading materials, pulling pushing, up-ending materials, chipping weeds, picking fruit, vegetables, shearing sheep, goats</li> </ul> </li> <li>Risks associated with animals include:         <ul style="list-style-type: none"> <li>kicks and crushes associated with stock handling charging, butting, goring by bulls, rams, lifting, moving animals, zoonoses, horse handling, shearing of animals, on farm animal slaughter</li> </ul> </li> <li>Personal Protective Equipment (PPE) may include:         <ul style="list-style-type: none"> <li>ear protection, eye protection, chemical protection, protective clothing, head gear</li> </ul> </li> <li>Risks to bystanders, particularly children, include:         <ul style="list-style-type: none"> <li>drowning in farm waterways, rollover and injury associated with farm vehicles and machinery, exposure to farm noise, splash and scalding in farm dairies</li> </ul> </li> <li>Farm workplace procedures will include:         <ul style="list-style-type: none"> <li>hazard policies and procedures, emergency policies and procedures, procedures for use of personal protective clothing and equipment, hazard identification and issue resolution procedures, job procedures and work instructions, reporting procedures, the installation of workplace safety signage</li> </ul> </li> <li>OHS emergencies on rural workplaces include:         <ul style="list-style-type: none"> <li>electrocution, fire, flood, chemical spills, storms and cyclones, gases in confined spaces, gas leaks, serious injury associated with tractors, machines, animals, vehicles, firearms, grain suffocation,</li> </ul> </li> <li>It is recommended that First Aid training be undertaken through registered training provider, eg. Red Cross, St. John</li> </ul>	

<b>Industry:</b> Rural <b>Area of Competency :</b> Generic: Safety	<b>This unit is intended for employees without managerial or supervisory responsibilities</b>
<b>RUA AGCORE2 A</b> Follow enterprise occupational health and safety procedures (continued)	
<p><b>B. EVIDENCE GUIDE</b></p> <p><b><u>Key Outcomes</u></b></p> <ul style="list-style-type: none"> <li>• Safe completion of work tasks by worker</li> <li>• The safety of all persons on the farm</li> </ul> <p><b><u>OHS that impact upon the performance of this unit</u></b></p> <ul style="list-style-type: none"> <li>• OHS risk management is the basis of this unit.</li> <li>• OHS legislation, relevant regulations and codes of practice in each state</li> </ul> <p><b><u>Holistic Outcome</u></b> OHS risk is minimised in the operation of a farm workplace.</p> <p><b><u>Underpinning knowledge and skills</u></b></p> <ul style="list-style-type: none"> <li>• A basic working knowledge of significant hazards in the rural workplace is required</li> <li>• Evidence of a basic understanding of relevant symbols used for rural occupational health and safety is required</li> <li>• The ability to:           <ul style="list-style-type: none"> <li>- readily identify hazards, demonstrate a mature approach to the daily application of safe working practices</li> </ul> </li> </ul>	
<p><b>C. ASSESSMENT GUIDE</b></p> <p><b>Assessment of this unit is to be conducted in accordance with this Assessment Guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture.</b></p> <p><b><u>Authority managing and conducting assessment, and issuing qualifications</u></b> Authorised Registered Training Organisation (RTO).</p> <p><b><u>Special outcomes of assessment for purposes of licensing by a government or other authority</u></b> Demonstrated competence in the elements of this unit is essential to ensure compliance with relevant OHS legislation.</p> <p><b><u>Interdependent assessment of units</u></b> This unit can be assessed independently.</p> <p><b><u>Qualifications of Assessor</u></b> Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment." Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria.</p> <p><b><u>Measures to ensure consistency in assessment</u></b> These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit.</p> <p><b><u>Where the unit is assessed</u></b> Competency is to be demonstrated in an agricultural workplace or in a situation which reproduces agricultural workplace conditions.</p> <p><b><u>Resources required beyond those normally found in a functioning agricultural workplace</u></b> There are no additional resources required for assessment of this unit.</p>	
<b>Industry:</b> Rural <b>Area of Competency :</b> Generic: Safety	<b>This unit is intended for employees without managerial or supervisory responsibilities</b>

<b>RUA AGCORE2 A</b> Follow enterprise occupational health and safety procedures (continued)
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**Utilisation of key competencies in the performance of this unit**

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting, analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
1	1	1	1	1	1	1

- ◇ **Communicating** - with other workers and supervisors on the property
- ◇ **Collecting, analysing and organising information** - on hazards on the farm, and implementing relevant farm procedures
- ◇ **Planning and organising activities** - for occupational health and safety procedures
- ◇ **Working with teams and others** - to carry out safe working practices
- ◇ **Using mathematical ideas and techniques** - to calculate costs, evacuation times, etc.
- ◇ **Solving problems** - of accidents or occupational health and safety implementation
- ◇ **Using technology** - to communicate and record

<b>Industry:</b> Rural	
<b>Area of Competency :</b> Generic: Safety	
<b>RUA AGCORE3 A Use hazardous substances safely</b>	
<b>Element of Competency</b>	<b>Performance Criteria</b>
CORE3.1 Handle hazardous substances	CORE3.1.1 Specific hazardous substance is identified from the label and applicable manufacturer's safety data sheet. CORE3.1.2 Selected hazardous substance is handled in safe containers or packages under instruction from the supervisor or manager
CORE3.2 Store hazardous substances	CORE3.2.1 Storage for hazardous substances is checked for compliance with industry standards in line with instructions. CORE3.2.2 Regular participation in the conduct of safety audits maximising the individual's awareness of safety issues. CORE3.2.3 Required hazardous substances are estimated and industry standard storage conditions established according to instructions.
CORE3.3 Transport hazardous substances	CORE3.3.1 Transport mode and procedures are established in consultation with the manager or supervisor as instructed. CORE3.3.2 Hazardous substances are loaded or decanted into secure containers or packaging in line with work programs. CORE3.3.3 Load is secured or sealed to ensure safety and eliminate spillage according to enterprise policy. CORE3.3.4 Transport of hazardous substances is completed in line with established procedures, and movements recorded according to enterprise policy.
CORE3.4 Use hazardous substances	CORE3.4.1 Personal protective equipment suited to the task is selected and fitted or worn. CORE3.4.2 Selected hazardous substance is removed from storage and used in accordance with the label instructions or workplace requirements. CORE3.4.3 Containers and unused hazardous substances are disposed of in accordance with established workplace procedures.
CORE3.5 Act in emergency situations with hazardous substances	CORE3.5.1 Emergency incidence is notified to appropriate authorities in the workplace. CORE3.5.2 Clear identification of the nature of the emergency is established in consultation with the workplace supervisor. CORE3.5.3 Direction is sought from the supervisor or workplace notices to establish the role of the individual in the emergency
<b>A. RANGE OF VARIABLES</b> <ul style="list-style-type: none"> <li>Hazardous substances may include:               <ul style="list-style-type: none"> <li>paints and solvents, welding and LP gases in the workshop, fumigants, fuels and oils, pesticides, weedicides, baits, anhydrous gases, coolants and refrigerants, systemics, animal medicines and treatments, human medicines and treatments, alkaline and caustic substances, acids, detergents &amp; wetting agents, detergent "bombs"</li> </ul> </li> <li>Handling and using hazardous substances may include:               <ul style="list-style-type: none"> <li>spraying, use of application equipment, decanting liquids, refuelling, transport and cartage, use of industrial gases</li> </ul> </li> <li>Suitable or industry standard storage conditions may include:               <ul style="list-style-type: none"> <li>security systems, elevated storage, fans and ventilation, drainage systems, separation of incompatible materials, warning signage as required, workplace notices</li> </ul> </li> </ul>	

<b>Industry:</b> Rural <b>Area of Competency :</b> Generic: Safety	
<b>RUA AGCORE3 A</b> Use hazardous substances safely (continued)	
<p><b>A. RANGE OF VARIABLES</b> (continued)</p> <ul style="list-style-type: none"> <li>• Enterprise policy may include:           <ul style="list-style-type: none"> <li>- protocols for record keeping, provision of personal protective equipment, instructions to personnel, record of governing legislation</li> </ul> </li> <li>• Disposal of containers or quantities of left over hazardous substances will be carried out in line with workplace procedures developed from:           <ul style="list-style-type: none"> <li>- State or local government regulation relating to hazardous substances, Manufacturers label directions, Farmcare recommendations, Australian Veterinary and Chemical Association (AVCA) recommendations</li> </ul> </li> <li>• Emergency situations may include :           <ul style="list-style-type: none"> <li>- spilt fuels or other substances, use of incorrect substances, fire, contact with skin or eyes, leaking or damaged containers, explosion, mixing of incompatible materials, contamination of feed or water supplies, container disposal problems</li> </ul> </li> </ul>	
<p><b>B. EVIDENCE GUIDE</b></p> <p><b><u>Key Outcomes</u></b></p> <ul style="list-style-type: none"> <li>• Hazardous substances are handled in line with instructions and industry standards for safety in the workplace</li> <li>• Hazardous substances are stored in line with established industry standards</li> <li>• Transport of hazardous substances and procedures adopted reflect industry best practice</li> <li>• Hazardous substances are used as required to complete workplace routines</li> <li>• Reaction to emergencies is programmed and safety optimised.</li> </ul> <p><b><u>OHS issues that impact upon the performance of this unit</u></b></p> <ul style="list-style-type: none"> <li>• Relevant OHS hazards identification, risk assessment and risk control measures. These include:           <ul style="list-style-type: none"> <li>- safe system and procedures for handling, transportation and storage of hazardous substances</li> <li>- safe manual handling systems and procedures</li> <li>- selection, use and maintenance of relevant personal protective clothing and equipment</li> <li>- safe operation and maintenance of farm machinery and equipment</li> </ul> </li> <li>• OHS legislation, relevant regulations and codes of practice in each state, including:           <ul style="list-style-type: none"> <li>- Occupational Health and Safety Act of the state</li> <li>- Regulations and/or Codes of practice pertaining to Hazardous Substances</li> <li>- Regulations and/or Codes of Practice pertaining to Plant</li> <li>- Regulations and/or Codes of Practice pertaining to S7 Chemicals</li> </ul> </li> </ul> <p><b><u>Holistic Outcome</u></b></p> <p>Hazardous substances are safely and competently used in the rural workplace.</p> <p><b><u>Underpinning knowledge and skills</u></b></p> <ul style="list-style-type: none"> <li>• A background working knowledge of:           <ul style="list-style-type: none"> <li>- hazardous substances that occur in the rural workplace relevant to the industry sector</li> <li>- drills and protocols dealing with hazardous substance issues</li> <li>- who to contact and who to report to in the workplace about hazardous substance matters</li> <li>- rural mathematics and the basis of rural calculations</li> </ul> </li> <li>• The ability to:           <ul style="list-style-type: none"> <li>- read and interpret written instructions and hazardous substance labelling</li> <li>- communicate with other workplace personnel</li> <li>- understand and act on verbal instructions</li> <li>- manually or electronically record details of hazardous substance usage or emergency incidence</li> <li>- critically observe and accurately report on safety hazards in the workplace</li> <li>- adopt safe work strategies as an integral part of workplace routines</li> </ul> </li> </ul>	

**Industry:** Rural

**Area of Competency :** Generic: Safety

**RUA AGCORE3 A** Use hazardous substances safely (continued)

## **C. ASSESSMENT GUIDE**

Assessment of this unit is to be conducted in accordance with this Assessment Guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture.

### **Authority managing and conducting assessments and issuing qualifications**

Authorised Registered Training Organisation (RTO).

### **Special outcomes of assessment for purposes of licensing by a government or other authority**

The use of hazardous substances may require licensing from State Health or other regulatory authorities.

### **Interdependent assessment of units**

This unit can be assessed independently

### **Qualifications of Assessor**

Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment."

Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria.

### **Measures to ensure consistency in assessment**

These measures are described in the Assessment Guidelines of the industry-endorsed Trainers' Guide for the unit.

### **Where this unit is assessed**

Competency is to be demonstrated in an agricultural workplace or in a situation, which reproduces agricultural workplace conditions.

### **Resources required beyond those normally found in a functioning agricultural workplace**

There are no additional resources required for assessment of this unit

### **Utilisation of key competencies in the performance of this unit**

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting, analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
1	1	1	1	1	1	1

- ◇ **Communicating** – with other workplace personnel
- ◇ **Collecting, analysing and organising information** – on usage requirements and detail
- ◇ **Planning and organising activities** – to safely use hazardous substances
- ◇ **Working with teams and others** - to ensure the safe usage of hazardous substances
- ◇ **Using mathematical ideas and techniques** – to calculate volumes and dilutions
- ◇ **Solving problems** – of spillage and safety hazards
- ◇ **Using technology** – to record usage and communicate with other network personnel

Industry: Rural	
Area of Competency : Generic: Workplace	
<b>RUA AGCORE4 A</b> Communicate in the workplace	
Element of Competency	Performance Criteria
CORE4.1 Gather, record and convey data	CORE4.1.1 Required data sources are identified and accessed. CORE4.1.2 Data is organised in accordance with enterprise requirements.
CORE4.2 Gather, record and provide information in response to workplace requirements	CORE4.2.1 Sources of required information are identified and appropriate contact established. CORE4.2.2 Personal interaction is courteous and inquiries carried out clearly and concisely. CORE4.2.3 Defined workplace procedures for the location and storage of information are utilised. CORE4.2.4 Information is recorded in a complete, accurate and legible manner.
CORE4.3 Participate in work groups or teams	CORE4.3.1 Interaction with workgroups is completed in line with enterprise requirements. CORE4.3.2 Group decisions are read or interpreted and understanding demonstrated through their implementation.
CORE4.4 Participate in workplace meetings	CORE4.4.1 Meeting inputs are consistent with the meeting purpose and established protocols. CORE4.4.2 Meeting outcomes are understood and implemented.
CORE4.5 Interact with others in the workplace	CORE4.5.1 Interaction with others in the workplace is completed in line with enterprise requirements. CORE4.5.2 Contact is initiated when appropriate and interaction is consistent with the needs of the enterprise. CORE4.5.3 The requirements of individuals external to the enterprise are clarified and facilitated as required. CORE4.5.4 Information is conveyed in a clear manner in line with the situation requirements. CORE4.5.5 Industry standards for courtesy and protocol are observed in all workplace interaction. CORE4.5.6 Personal presentation is in line with individual workplace requirements.
CORE4.6 Communicate with the industry network	CORE4.6.1 Regular and positive communication is facilitated with the total range of industry participants. CORE4.6.2 Progressive reports are regularly provided to the property owner or manager. CORE4.6.3 Regular participation in staff meetings ensures that well developed lines of communication are established and maintained
<b>A. RANGE OF VARIABLES</b> <ul style="list-style-type: none"> <li>• Data storage may include manual or computer based filing systems</li> <li>• Types of data may include: <ul style="list-style-type: none"> <li>- rainfall, messages, enterprise specific data, industry network details</li> </ul> </li> <li>• Enterprise requirements for data organisation may include : <ul style="list-style-type: none"> <li>- clear and concise organisation, defined procedures for storage, accurate and legible recording</li> </ul> </li> <li>• Participation in work teams should include actions which are: <ul style="list-style-type: none"> <li>- supportive and efficient, effective and courteous, demonstrate initiative</li> </ul> </li> <li>• Interaction with others should at all times be: <ul style="list-style-type: none"> <li>- efficient, effective, responsive, courteous and supportive, utilise correct forms of greeting, utilise identification and address as required, present the enterprise in a positive way</li> </ul> </li> </ul>	



<b>Industry:</b> Rural <b>Area of Competency :</b> Generic: Workplace	
<b>RUA AGCORE4 A</b> Communicate in the workplace (continued)	
<b>A. RANGE OF VARIABLES (continued)</b> <ul style="list-style-type: none"> <li>• Compliance with meeting protocols may include :           <ul style="list-style-type: none"> <li>- observing meeting convention, compliance with meeting decisions, obeying meeting instructions</li> </ul> </li> <li>• Industry standards for workplace interaction may specify:           <ul style="list-style-type: none"> <li>- courtesy requirements, discretion, confidentiality, structured follow-up procedures</li> </ul> </li> <li>• Personal presentation standards in the workplace may include:           <ul style="list-style-type: none"> <li>- dress requirements for personal safety in the working environment, the wearing or use of personal protective equipment, personal and workplace hygiene and personal presentation for safety, eg the need to cover long hair or jewellery</li> </ul> </li> <li>• Other contacts of the enterprise may include:           <ul style="list-style-type: none"> <li>- suppliers, industry bodies, local government, regulatory bodies, trade personnel, training personnel, contractors, advisers</li> </ul> </li> <li>• Communication may be carried out through:           <ul style="list-style-type: none"> <li>- face to face communication, telephones, written means, computers, e-mail, facsimile, 2-way radio, mobile phones, attendance at industry forums, paging systems, answering machines</li> </ul> </li> <li>• Specified data is collected and collated as required</li> <li>• Workplace information is accessed from the range of identified contacts and recorded in the enterprise record.</li> <li>• Communication is facilitated through interaction with workplace teams</li> <li>• Active participation in workplace meetings and activities reinforces the individual's involvement in the communication process.</li> <li>• Sound communication strategies are adopted to communicate with other workplace personnel.</li> <li>• Communication with the industry network provides linkages with the total range of information sources.</li> </ul>	
<b>B. EVIDENCE GUIDE</b> <p><b><u>Key Outcomes</u></b></p> <ul style="list-style-type: none"> <li>• Specified data is collected and collated as required</li> <li>• Workplace information is accessed from the range of identified contacts and recorded in the enterprise record.</li> <li>• Communication is facilitated through interaction with workplace teams</li> <li>• Active participation in workplace meetings and activities reinforces the individual's involvement in the communication process.</li> <li>• Sound communication strategies are adopted to communicate with other workplace personnel.</li> <li>• Communication with the industry network provides linkages with the total range of information sources</li> </ul> <p><b><u>OHS issues that impact upon the performance of this unit</u></b>            Communication skills relate to relevant OHS hazards identification, risk assessment and risk control measures. Requirements include:</p> <ul style="list-style-type: none"> <li>• effective communication regarding OHS in the workplace</li> <li>• effective communication of roles and responsibilities from management with regard to OHS issues and the induction of new workers</li> <li>• communication and participation in matters relating to OHS training</li> <li>• communication with other industry participants regarding OHS codes and regulations, and best OHS practice for the industry</li> <li>• communication with OHS professionals or instructors</li> <li>• communication systems for effective emergency response</li> </ul> <p><b><u>Holistic Outcome</u></b>            Communication in and from the workplace is maximised.</p>	

<b>Industry:</b>	<b>Rural</b>
<b>Area of Competency :</b>	<b>Generic: Workplace</b>

**RUA AGCORE4 A** Communicate in the workplace (continued)**B EVIDENCE GUIDE** (continued)**Underpinning knowledge and skills**

- A basic working knowledge of:
  - the industry networks, effective communication, different modes of communication, written communication, effective communication in a work team
- The ability to:
  - gather record and convey data
  - gather, record and provide information in response to workplace requirements
  - participate effectively in work groups or teams
  - actively participate in workplace meetings
  - interact with others in the workplace

**C ASSESSMENT GUIDE**

Assessment of this unit is to be conducted in accordance with this Assessment Guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture.

**Authority managing and conducting assessments and issuing qualifications**

Authorised Registered Training Organisation (RTO).

**Special outcomes of assessment for purposes of licensing by a government or other authority**

There are no mandatory licensing requirements for this unit.

**Interdependent assessment of units**

This unit can be assessed independently

**Qualifications of Assessor**

Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment."

Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria.

**Measures to ensure consistency in assessment**

These measures are described in the Assessment Guidelines of the industry-endorsed Trainers' Guide for the unit.

**Where this unit is assessed**

Competency is to be demonstrated in an agricultural workplace or in a situation which reproduces agricultural workplace conditions.

**Resources required beyond those normally found in a functioning agricultural workplace**

There are no additional resources required for assessment of this unit

**Utilisation of key competencies in the performance of this unit**

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting, analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
1	1	1	1	1	1	1

- ◇ **Communicating** – with other workplace personnel and the industry network
- ◇ **Collecting, analysing and organising information** – required in the workplace
- ◇ **Planning and organising activities** – of workplace teams
- ◇ **Working with teams and others** - to maximise communication between all personnel
- ◇ **Using mathematical ideas and techniques** – to calculate and record workplace information
- ◇ **Solving problems** – of emergencies or communication breakdown
- ◇ **Using technology** – to communicate and calculate

<b>Industry:</b> Rural <b>Area of Competency :</b> Generic: Safety	
<b>RUA AGCORE5 A</b> Act to minimise emergencies and respond to a variety of situations	
<b>Element of Competency</b>	<b>Performance Criteria</b>
CORE5.1 Act to minimise emergency situations	CORE5.1.1 Appropriate actions are taken to maximise safety and minimise health hazards in the workshop and on site. CORE5.1.2 Machinery handling and actions minimises risks to all personnel. CORE5.1.3 Regular checks of environs are carried out to minimise potential hazards.
CORE5.2 Act as instructed in emergencies	CORE5.2.1 Contingency plans are activated for emergencies in compliance with the relevant legislation. CORE5.2.2 Emergency procedures are carried out as required by established workplace policy.
CORE5.3 Implement fire prevention and control on site and in the workshop	CORE5.3.1 Fire hazards are minimised as specified in workshop and fuelling procedures. CORE5.3.2 Appropriate fire extinguishers and fire fighting plant are used in fire situations and appropriate authority notified according to laid-down procedures. CORE5.3.3 Evacuation procedures are implemented as instructed according to workplace policy.
CORE5.4 Deal with gas emergencies	CORE5.4.1 An acquired knowledge of the properties of industrial gases is demonstrated in the conduct of daily routines. CORE5.4.2 Specific safety procedures for the handling and use of industrial gases are carried out in line with standard industry practice.
<b>A. RANGE OF VARIABLES</b> <ul style="list-style-type: none"> <li>The Performance Criteria 5.4.1 and 5.4.2 for persons in the Cotton Production industry and other industries using anhydrous ammonia are to be specifically related to anhydrous ammonia.</li> <li>Emergency situations that impact upon the operation are:               <ul style="list-style-type: none"> <li>fire, fuel spillage, anhydrous ammonia emergencies, chemical spillage</li> </ul> </li> <li>Emergency situations can also arise due to a range of trauma situations, eg:               <ul style="list-style-type: none"> <li>road accidents, snake bite or poisonings, respiratory or cardiac arrest, electrocution</li> </ul> </li> <li>Emergency workplace procedures may include:               <ul style="list-style-type: none"> <li>dressing wounds, bandaging, resuscitation, directing emergency crews</li> </ul> </li> <li>Industrial gases may include:               <ul style="list-style-type: none"> <li>compressed and liquefied fuel gases, oxygen, acetylene, nitrogen, anhydrous ammonia, carbon dioxide</li> </ul> </li> </ul>	
<b>B. EVIDENCE GUIDE</b> <p><b>Key Outcome</b>            A basic working knowledge of safety standards and their application in the operation and maintenance of vehicles and equipment is vital in preventing accidents either on site or in the workshop.</p> <p><b>OHS that impact upon the performance of this unit</b>            Relevant OHS hazards identification, risk assessment and risk control measures. These include:</p> <ul style="list-style-type: none"> <li>Regular conduct of safety audits</li> <li>Fitting of safety apparel to personnel</li> <li>Fitting of guards to machinery</li> </ul> <p><b>Holistic Outcome</b>            Incidence of emergencies minimised and actual occurrences quickly and efficiently dealt with.</p> <p><b>Underpinning knowledge and skills</b></p> <ul style="list-style-type: none"> <li>A basic working knowledge of:               <ul style="list-style-type: none"> <li>the provisions of relevant state OH&amp;S legislation</li> <li>the use of safe working practices is paramount in avoiding dangerous situations in the work environment</li> <li>A basic working knowledge of emergency network is crucial in this unit</li> </ul> </li> <li>The ability to:               <ul style="list-style-type: none"> <li>respond positively to emergencies in line with practised actions.</li> </ul> </li> </ul>	
<b>Industry:</b> Rural <b>Area of Competency :</b> Generic: Safety	

**RUA AGCORE5 A Act to minimise emergencies and respond to a variety of situations (cont)****C. ASSESSMENT GUIDE**

Assessment of this unit is to be conducted in accordance with this Assessment Guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture.

**Authority managing and conducting assessment, and issuing qualifications**

Authorised Registered Training Organisation (RTO).

**Special outcomes of assessment for purposes of licensing by a government or other authority**

Varying state legislation for Occupational Health and Safety may prescribe additional requirements in this area.

**Interdependent assessment of units**

This unit can be assessed independently.

**Qualifications of Assessor**

Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment."

Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria.

**Measures to ensure consistency in assessment**

These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit.

**Where the unit is assessed**

Competency is to be demonstrated in an agricultural workplace or in a situation which reproduces agricultural workplace conditions.

**Resources required beyond those normally found in a functioning agricultural workplace**

Additional resources may be required beyond those normally prescribed by relevant OH&S legislation to overcome specific site or workplace hazards.

**Utilisation of key competencies in the performance of this unit**

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting, analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
1	1	1	1	1	1	1

- ◇ **Communicating** - plant operators, landholders and regulatory staff
- ◇ **Collecting, analysing and organising information** and accurately reporting to appropriate authorities
- ◇ **Planning and organising activities** - in line with laid down practice procedures
- ◇ **Working with teams and others** - to minimise the incidence of emergencies
- ◇ **Using mathematical ideas and techniques** - to calculate pulse rates
- ◇ **Solving problems** - establishing solutions to preserve life or counteract emergencies
- ◇ **Using technology** - in particular a respect of telecommunications equipment

<b>Industry:</b> Rural <b>Area of Competency:</b> Generic: Workplace	
<b>RUA AGCORE6 A</b> Plan daily work routines	
Element of Competency	Performance Criteria
CORE6.1 Interpret work schedules	CORE6.1.1 Interpretation is consistent with the schedule and tasks defined. CORE6.1.2 A number of work activities are integrated. CORE6.1.3 Priorities are established consistent with workplace requirements.
CORE6.2 Organise materials and equipment	CORE6.2.1 Availability of materials and equipment is consistent with work schedules and the requirements of the tasks.
CORE6.3 Respond to problems as they occur	CORE6.3.1 Response takes into account commercial responsibilities and constraints. CORE6.3.2 Response maintains a quality outcome, minimises impact on work schedules and reflects accurate knowledge of the products and processes used in the workplace. CORE6.3.3 Response is consistent with workplace priorities and requirements.
<b>A. RANGE OF VARIABLES</b> <ul style="list-style-type: none"> <li>It is not necessary at this level to have a comprehensive knowledge of all products and processes used on the enterprise.</li> <li>Work activities may include:               <ul style="list-style-type: none"> <li>daily routines, periodic routines, ad hoc activities</li> </ul> </li> </ul>	
<b>B. EVIDENCE GUIDE</b> <p><b><u>Key Outcome</u></b> Competency in planning daily work routines</p> <p><b><u>OHS issues that impact upon the performance of this unit</u></b> The rights and responsibilities of employers and employees under the relevant state and workplace OHS legislation</p> <p><b><u>Holistic Outcome</u></b> Effective and responsive use of time and resources in planning daily work routines</p> <p><b><u>Underpinning knowledge and skills</u></b></p> <ul style="list-style-type: none"> <li>A basic working knowledge of:           <ul style="list-style-type: none"> <li>products and processes used in the workplace (refer to Range of Variables above)</li> </ul> </li> <li>The ability to:           <ul style="list-style-type: none"> <li>allocate resources and time</li> <li>account for one's decisions</li> <li>reconcile conflicting requirements</li> </ul> </li> </ul>	
<b>C. ASSESSMENT GUIDE</b> <p>Assessment of this unit is to be conducted in accordance with this Assessment Guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture.</p> <p><b><u>Authority managing and conducting assessment, and issuing qualifications</u></b> Authorised Registered Training Organisation (RTO).</p> <p><b><u>Special outcomes of assessment for purposes of licensing by a government or other authority</u></b> There are no licensing requirements for this unit.</p>	

<b>Industry:</b>	<b>Rural</b>
<b>Area of Competency:</b>	<b>Generic: Workplace</b>

**RUA AGCORE6 A Plan daily work routines (continued)**
**C. ASSESSMENT GUIDE (continued)**
**Interdependent assessment of units**

This unit can be assessed independently.

**Qualifications of Assessor**

Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment."

Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria.

**Measures to ensure consistency in assessment**

These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit.

**Where the unit is assessed**

Competency is to be demonstrated in an agricultural workplace or in a situation which reproduces agricultural workplace conditions.

**Resources required beyond those normally found in a functioning agricultural workplace**

The range of resources required for assessment can be provided either in the workplace or a simulated working environment structured in a training situation.

- Resources may include:
  - normally occurring workplace resources
  - facilities / resources required for simulations or role plays
  - sample work schedules
  - worksheets
  - diary
  - workplace policies, guidelines and checklists
  - relevant OHS legislation and regulations
  - codes of practice
  - personal protective clothing and equipment

**Utilisation of key competencies in the performance of this unit**

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting, analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
1	1	1	1	1	1	1

- ◇ **Communicating** - with supervisor, other farm personnel
- ◇ **Collecting, analysing and organising information** - interpreting work schedules, determining availability of materials and equipment, drawing up daily work routines
- ◇ **Planning and organising activities** - daily work routines
- ◇ **Working with teams and others** - in work teams
- ◇ **Using mathematical ideas and techniques** - scheduling times, estimating quantities of materials required
- ◇ **Solving problems** - prioritising and allocating time for work activities, responding to problems as they occur in daily work routines
- ◇ **Using technology** - to record and communicate

# LEVEL

# 1

<b>Industry:</b> Rural <b>Area of Competency :</b> Generic: Vertebrate Pest Management <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG1070PM A</b> Implement pest control programs	
Element of Competency	Performance Criteria
1070.1 Determine pests	1070.1.1 Evidence of pest infestations is determined. 1070.1.2 Stage of life cycle is determined. 1070.1.3 Severity and extent of infestation and damage is assessed. 1070.1.4 Pest infestation and damage is reported to enterprise requirements.
1070.2 Control pests	1070.2.1 Pre-operation checks and services of pest control equipment are completed to industry standards and relevant legislation. 1070.2.2 Personal protective equipment is fitted according to industry standards and relevant legislation. 1070.2.3 Safeguards are employed to ensure that targeted pests are controlled and all other species remain unharmed. 1070.2.4 Records of pest control applications are recorded to industry standards and relevant legislation. 1070.2.5 The potential toxic effects to livestock contacting or consuming residues is minimised.
1070.3 Dispose of pests and control agents	1070.3.1 Vertebrate pest carcasses and other specified pests are disposed of to industry standards. 1070.3.2 Control agents are removed and disposed to industry standards and relevant legislation.
<b>A. RANGE OF VARIABLES</b> <ul style="list-style-type: none"> <li>• Pests include any vertebrate or invertebrate animal, plant, insect or other living thing that is troublesome or destructive.</li> <li>• Agents used in prevention control treatment or management can include:               <ul style="list-style-type: none"> <li>- herbicides, fungicides, insecticides, vermifuges, vaccines, antibiotics, medicines, poisons, baits, biologically active agents, growth regulators, mechanical means including shooting, trapping or electrical devices</li> </ul> </li> <li>• Approval may be required from relevant public authorities</li> <li>• Safe working practices may include:               <ul style="list-style-type: none"> <li>- identifying hazards, handling, mixing and applying chemicals, use of clothing and personal protective equipment</li> </ul> </li> <li>• If chemicals are used, instructions for storage, transport, use (label and off label) and disposal are followed accurately and withholding periods are observed.</li> <li>• Equipment is in good working order and regularly tested and/or calibrated.</li> <li>• If a chemical is used, the label is a legal document and is binding on users.</li> <li>• Each state and territory has Acts regulations and Codes of Practice as well as Australian Standards and codes relating to pest control, manual handling, storage of chemicals, atmospheric contamination, labelling of workplace substances, Materials Safety Data Sheets, information guidance and codes of transportation of dangerous goods.</li> <li>• Application methods may include:               <ul style="list-style-type: none"> <li>- air or ground methods, drench, injection, spray or fumigation</li> </ul> </li> <li>• Integrated Pest Management can include one or more methods in combination:               <ul style="list-style-type: none"> <li>- cultivation or mechanical means, species selection, biological control, chemical application</li> </ul> </li> <li>• Integrated Health Management may include:               <ul style="list-style-type: none"> <li>- hygiene, quarantine, husbandry, chemical and biological controls</li> </ul> </li> </ul>	



<b>Industry:</b> Rural <b>Area of Competency :</b> Generic: Vertebrate Pest Management <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG1070PM A</b> Implement pest control programs (continued)	
<b>B. EVIDENCE GUIDE</b> <ul style="list-style-type: none"> <li>• Reports and records of pest management</li> <li>• Accreditation in a recognised farm chemical users training program</li> <li>• RPL</li> <li>• First Aid kit available</li> <li>• Underpinning knowledge of skills are acquired from recognised farm chemical users training program.</li> </ul> <p><b><u>Key Outcome</u></b> Pests do not breach quarantine barriers, destroy fittings and equipment, or cycle/transmit diseases.</p> <p><b><u>OHS issues that impact upon the performance of this unit</u></b> Chemicals may be toxic to humans.</p> <p><b><u>Holistic Outcome</u></b> Crop/animal health is maintained.</p> <p><b><u>Underpinning knowledge and skills</u></b></p> <ul style="list-style-type: none"> <li>• A basic working knowledge of:           <ul style="list-style-type: none"> <li>- animal diseases</li> <li>- disease transmission</li> <li>- activity of agents used</li> <li>- agent application</li> </ul> </li> <li>• The ability to:           <ul style="list-style-type: none"> <li>- administer insecticides</li> <li>- administer rodenticides</li> <li>- administer arachnicides</li> <li>- use biological controls (calicivirus)</li> <li>- design control programs based on epidemiology</li> </ul> </li> </ul>	
<b>C. ASSESSMENT GUIDE</b> <p>Assessment of this unit is to be conducted in accordance with this Assessment Guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture.</p> <p><b><u>Authority managing and conducting assessment, and issuing qualifications</u></b> Authorised Registered Training Organisation (RTO)</p> <p><b><u>Special outcomes of assessment for purposes of licensing by a government or other authority</u></b> Chemical application, use and type must meet health requirements.</p> <p><b><u>Interdependent assessment of units</u></b> Rural Chemicals Units RUA AG2005CH A - RUA AG2012CH A could be assessed in conjunction with this unit.</p> <p><b><u>Qualifications of Assessor</u></b> Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment".</p> <p>Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria.</p>	

<b>Industry:</b> Rural <b>Area of Competency :</b> Generic: Vertebrate Pest Management <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG1070PM A</b> Implement pest control programs (continued)	
<b>C. ASSESSMENT GUIDE</b> (continued)  <b><u>Measures to ensure consistency in assessment</u></b> These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit.  <b><u>Where this unit is assessed</u></b> Competency is to be demonstrated in an agricultural workplace or in a situation which reproduces agricultural workplace conditions.  <b><u>Resources required beyond those normally found in a functional agricultural workplace</u></b> Active ingredients and/or chemicals	

**Utilisation of key competencies in the performance of this unit**

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
1	2	3	2	1	2	2

- ◇ **Communicating** - location of pest control sites
- ◇ **Collecting, analysing and organising information** - selecting appropriate control methods
- ◇ **Planning and organising activities** - routine pest control work programs
- ◇ **Working with teams and others** - specialist pest agents, farm staff
- ◇ **Using mathematical ideas and techniques** - calculating concentrations of chemical
- ◇ **Solving problems** - ensuring high rates of success
- ◇ **Using technology** - sprayers, protective equipment, filters

<b>Industry:</b> Rural <b>Area of Competency :</b> Horse: Generic <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG1700HB A</b> Carry out industry responsibilities	
Element of Competency	Performance Criteria
1700.1 Adopt current industry workplace practice	1700.1.1 Work activity promotes a responsible attitude and complies with relevant aspects of safe work practice and animal welfare. 1700.1.2 Actions and work practices reflect a respect and understanding of stud routines and animal welfare needs. 1700.1.3 Procedures for minimising disease transmission are carried out under instruction. 1700.1.4 Personal protective equipment and clothing is worn as required and maintained in sound condition.
1700.2 Meet workplace requirements	1700.2.1 Employment terms and conditions are accepted. 1700.2.2 Workplace practices, routines and personal hygiene are understood. 1700.2.3 Dress and personal presentation complies with workplace standards and promotes a pride and commitment to the industry. 1700.2.4 Employers expectations are met through completion of workplace routines and specific instructions.
1700.3 Carry out workplace responsibilities	1700.3.1 Total work ethic including team membership and team involvement is practised in the workplace. 1700.3.2 Production target orientated workplace practices are promoted and followed. 1700.3.3 Sound workplace culture is created through teamwork and communication.
<b>A. RANGE OF VARIABLES</b> <ul style="list-style-type: none"> <li>Personal protective equipment may include:               <ul style="list-style-type: none"> <li>overalls, footwear, ear and eye protection, approved respirators for dust and fumes, hard hats, back protector</li> </ul> </li> <li>Sources of information on terms and conditions may include:               <ul style="list-style-type: none"> <li>workplace agreement, relevant union bodies, relevant awards, employment contracts, workplace requirements and etiquette</li> </ul> </li> <li>Work activities may include:               <ul style="list-style-type: none"> <li>husbandry, mating routines, feeding routines, foaling procedures, care of equipment, farm procedures, duty of care, OHS principles</li> </ul> </li> <li>Awareness of:               <ul style="list-style-type: none"> <li>Code of Practice Animal Welfare (Horses), OHS guidelines, quarantine procedures</li> </ul> </li> </ul>	
<b>B. EVIDENCE GUIDE</b> <ul style="list-style-type: none"> <li>It is expected from the outset that people working in this industry will at all levels display positive work characteristics. They need to demonstrate conscientious work behaviours and to work as part of a team that applies in the particular workplace. At all times, the work behaviours should be responsible, in accordance with safe working practices and promote a professional image for the industry.</li> <li>Underpinning the achievement of competency in the horse breeding industry is the ability to understand the need for, and the procedures involved in maintaining a healthy, safe, disease and parasite free environment for the horses in their care.</li> </ul> <b>Key Outcomes</b> <ul style="list-style-type: none"> <li>Current industry workplace practices are employed in all routines.</li> <li>Local and employer workplace requirements are utilised.</li> <li>Stud routines are supported to ensure daily tasks are completed in timely, efficient and safe manner.</li> </ul>	

<b>Industry:</b> Rural <b>Area of Competency :</b> Horse: Generic <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG1700HB A</b> Carry out industry responsibilities (continued)	
<b>B. EVIDENCE GUIDE</b> (continued)  <u><b>OHS issues that impact upon the performance of this unit</b></u> Relevant OHS hazards identification, risk assessment and risk control measures. These include: <ul style="list-style-type: none"> <li>• the need to ensure that all actions contribute to a safe working environment for people and horses.</li> <li>• safety induction training is provided for all new employees</li> <li>• safe systems and procedures for outdoor work, including protection from solar radiation</li> <li>• selection, use and maintenance of relevant personal protective clothing and equipment</li> </ul> <u><b>Holistic Outcome</b></u> Responsible actions are practised by all personnel as part of daily routines.  <u><b>Underpinning knowledge and skills</b></u> <ul style="list-style-type: none"> <li>• A basic working knowledge of:             <ul style="list-style-type: none"> <li>- Code of Practice Animal Welfare (Horses)</li> <li>- rights and responsibilities of employers and employees under the relevant state and workplace OHS legislation</li> <li>- Safety Codes of Practice used on farm</li> <li>- basic quarantine procedures</li> <li>- the size and contribution of the industry to the national economy</li> </ul> </li> <li>• The ability to:             <ul style="list-style-type: none"> <li>- conduct sound communication with other farm personnel</li> <li>- complete routine tasks as directed</li> <li>- effectively communicate with the horse breeding network</li> </ul> </li> </ul>	
<b>C. ASSESSMENT GUIDE</b>  Assessment of this unit is to be conducted in accordance with this Assessment Guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture.  <u><b>Authority managing and conducting assessment, and issuing qualifications</b></u> Authorised Registered Training Organisation (RTO)  <u><b>Special outcomes of assessment for purposes of licensing by a government or other authority</b></u> There are no licensing requirements for this unit.  <u><b>Interdependent assessment of units</b></u> This unit can be assessed independently.  <u><b>Qualifications of Assessor</b></u> Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment".  Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria.  <u><b>Measures to ensure consistency in assessment</b></u> These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit.	

<b>Industry:</b> Rural <b>Area of Competency :</b> Horse: Generic <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG1700HB A</b> Carry out industry responsibilities (continued)	
<b>C. ASSESSMENT GUIDE</b> (continued)  <u><b>Where this unit is assessed</b></u> Competency in the workplace. Individuals will be most effectively assessed in their own specific work environment to ensure that individual employer standards are achieved.  <u><b>Resources required beyond those normally found in a functional agricultural workplace</b></u> There are no additional resources required for assessment of this unit.	

**Utilisation of key competencies in the performance of this unit**

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
1	1	1	1	1	1	1

- ◇ **Communicating** - with full range of staff
- ◇ **Collecting, analysing and organising information** - stud data as directed
- ◇ **Planning and organising activities** - work teams and equipment
- ◇ **Working with teams and others** - to complete specified tasks and operations
- ◇ **Using mathematical ideas and techniques** - to perform calculations of gestation or quantities
- ◇ **Solving problems** - of work planning and completing tasks
- ◇ **Using technology** - to perform routine tasks and facilitate communication

<b>Industry:</b> Rural <b>Area of Competency :</b> Horse: Generic <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG1701HB A</b> Feed and water horses	
<b>Element of Competency</b>	<b>Performance Criteria</b>
1701.1 Mix and offer feed under instructions from trainer/manager	1701.1.1 Basic raw feed materials for horses are added to rations as instructed. 1701.1.2 Feed ingredients are selected on species and nutritional value as instructed for the individual horse and correct quantities mixed. 1701.1.3 Stale and left over feed from previous feed are removed and detail reported and recorded. 1701.1.4 Horses are checked for condition, health and soundness. 1701.1.5 Horses are fed at appropriate times and records kept according to stable practice. 1701.1.6 Feed and water regimes for all stable horses are recorded and accurately reported to stud management.
1701.2 Check paddocked horses	1701.2.1 Paddocked horses are regularly checked for health and condition. 1701.2.2 Supplementary feed is offered to paddocked horses in line with available standing feed and class of horses. 1701.2.3 Fences are checked and maintained in stockproof condition. 1701.2.4 Available water supply is checked for quality and quantity.
1701.3 Water horses	1701.3.1 Stabled or yarded horses are offered liberal quantities of clean water through buckets/troughs or reticulated supply. 1701.3.2 Water containers/troughs are regularly checked, cleaned and refilled. 1701.3.3 Automatic waterers are checked for correct function and adjusted if required.

**A. RANGE OF VARIABLES**

- Fencing may include:
  - wire, rails, electric fencing
- Feed materials will include:
  - chaff, cereal grains, hay, processed feeds, feed additives, grain legumes
- Specialist feeding may be required for pregnant or lactating mares and/or foals
- Water supply checks will include:
  - an examination of bucket/trough supplies, reticulated supplies, dam supplies

**B. EVIDENCE GUIDE****Key Outcomes**

- Dietary requirements of horses are identified
- Feeds are identified and stored as instructed
- Prescribed feed and water regime is offered to horses

**OHS issues that impact upon the performance of this unit**

Relevant OHS hazards identification, risk assessment and risk control measures. These include:

- safe work systems and procedures to reduce kicks, bites and crushing injuries from horses. This will include using calm and positive actions to avoid alarming stock.
  - safe manual handling systems and procedures
  - protection from organic and other dusts
  - clear communication between workers, especially when working together within a close proximity
  - safe systems and procedures for outdoor work, including protection from solar radiation
- selection, use and maintenance of relevant personal protective clothing and equipment.

<b>Industry:</b>	<b>Rural</b>
<b>Area of Competency :</b>	<b>Horse: Generic</b>
<b>Sector:</b>	<b>Horse Breeding Industry</b>

**RUA AG1701HB A** Feed and water horses (continued)

## ***B. EVIDENCE GUIDE (continued)***

### **Holistic Outcome**

Feed and water supplies appropriate to the class, condition and work status of the horse maintained in line with stud policy.

### **Underpinning knowledge and skills**

- A basic working knowledge of:
  - any one of more of a range of poisonous plant species which may be present in grazing areas - a knowledge of these dangerous species and their effects on grazing horses underpins the competency in checking paddocked horses.
  - nutritional value of standing feed should be understood in order to achieve competency in this unit.
- The ability to:
  - perform basic maintenance tasks of conventional fencing and also be capable of testing electric fences and restoring them to correct operation if required.
  - feed the full range of horses on the property
  - identify and repair basic watering systems as required.

## **C. ASSESSMENT GUIDE**

Assessment of this unit is to be conducted in accordance with this Assessment Guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture.

### **Authority managing and conducting assessment, and issuing qualifications**

Authorised Registered Training Organisation (RTO)

### **Special outcomes of assessment for purposes of licensing by a government or other authority**

There are no licensing requirements for this unit.

### **Interdependent assessment of units**

This unit can be assessed independently.

### **Qualifications of Assessor**

Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment".

Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria.

### **Measures to ensure consistency in assessment**

These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit.

### **Where this unit is assessed**

Competency will be assessed in the workplace over the range of horses applicable to the actual workplace.

### **Resources required beyond those normally found in a functional agricultural workplace**

There are no additional resources required for assessment of this unit.



<b>Industry:</b>	<b>Rural</b>
<b>Area of Competency :</b>	<b>Horse: Generic</b>
<b>Sector:</b>	<b>Horse Breeding Industry</b>
<b>RUA AG1701HB A</b> Feed and water horses (continued)	

**Utilisation of key competencies in the performance of this unit**

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

- ◇ **Communicating** - with stud manager and other property personnel
- ◇ **Collecting, analysing and organising information** - on ration ingredients and individual needs
- ◇ **Planning and organising activities** - of feeding and checking routines
- ◇ **Working with teams and others** - to achieve property goals
- ◇ **Using mathematical ideas and techniques** - to calculate volume and feed requirements
- ◇ **Solving problems** - of speciality feeding
- ◇ **Using technology** - to measure, calculate and communicate

<b>Industry:</b> Rural <b>Area of Competency :</b> Horse: Generic <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG1702HB A</b> Communicate within the horse breeding industry	
<b>Element of Competency</b>	<b>Performance Criteria</b>
1702.1 Communicate with other industry personnel	1702.1.1 Regular and positive communication is facilitated with the total range of industry practitioners. 1702.1.2 Contact and liaison with service industries and industry suppliers is carried out effectively. 1702.1.3 Membership of industry associations is utilised to provide individual input to industry debate.
1702.2 Communicate within the stable	1702.2.1 Verbal messages and instructions are accurately received and are repeated for verification. 1702.2.2 Appropriate questions are formulated in relation to messages and instructions.
<b>A. RANGE OF VARIABLES</b> <ul style="list-style-type: none"> <li>Industry associations may include:           <ul style="list-style-type: none"> <li>Australian Horse Industry Council, Relevant Breed Societies, Trainers and Drivers Associations, Breeders Owners and Trainers Association, Equestrian Federation of Australia, Principal Racing Clubs, State Harness Racing Clubs, Bloodhorse Breeders Associations, Standardbred Breeders Association</li> </ul> </li> <li>Representing themselves requires individuals to be involved in communication, public speaking and interpersonal skills.</li> <li>Service industries and industry suppliers may include :           <ul style="list-style-type: none"> <li>stock feed suppliers, horse transport, owners, veterinarians, farriers, business associates, financial services</li> </ul> </li> </ul>	
<b>B. EVIDENCE GUIDE</b> <p><b><u>Key Outcomes</u></b></p> <ul style="list-style-type: none"> <li>Regular participation in face to face communication and through electronic means</li> <li>Interpersonal relationships reflecting a sound understanding of communication skills</li> <li>Effective communication with stud and stable colleagues, clients and managers using appropriate confidentiality and courtesy</li> </ul> <p><b><u>OHS issues that impact upon the performance of this unit</u></b></p> <p>Safe working practice includes the need to communicate proposed actions with horses to personnel in close proximity to avoid accidents.</p> <p><b><u>Holistic Outcome</u></b></p> <p>Harmonious outcomes regularly accomplished through good communication between all stud personnel.</p> <p><b><u>Underpinning knowledge and skills</u></b></p> <ul style="list-style-type: none"> <li>A basic working knowledge of:           <ul style="list-style-type: none"> <li>the horse breeding industry and its participants</li> <li>horse health and welfare</li> <li>the completion of curriculum modules such as ABD109 <i>Workplace Communication</i> serves as underpinning knowledge for this unit</li> </ul> </li> <li>The ability to:           <ul style="list-style-type: none"> <li>represent themselves, their workplace and their industry in a positive manner</li> <li>participate in all communication processes that occur as a part of stud operations</li> <li>demonstrate observational skills and ability to express outcomes clearly and concisely are essential criteria to be used in assessment</li> </ul> </li> </ul>	

<b>Industry:</b>	<b>Rural</b>
<b>Area of Competency :</b>	<b>Horse: Generic</b>
<b>Sector:</b>	<b>Horse Breeding Industry</b>

**RUA AG1702HB A Communicate within the horse breeding industry (continued)**
**C. ASSESSMENT GUIDE**

Assessment of this unit is to be conducted in accordance with this Assessment Guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture.

**Authority managing and conducting assessment, and issuing qualifications**

Authorised Registered Training Organisation (RTO)

**Special outcomes of assessment for purposes of licensing by a government or other authority**

There are no licensing requirements for this unit.

**Interdependent assessment of units**

This unit can be assessed independently.

**Qualifications of Assessor**

Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment".

Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria.

**Measures to ensure consistency in assessment**

These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit.

**Where this unit is assessed**

The unit can only be assessed in the workplace and in a range of industry forums and activities.

**Resources required beyond those normally found in a functional agricultural workplace**

Normally occurring workplace resources for communication and relevant industry personnel

**Utilisation of key competencies in the performance of this unit**

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

- ◇ **Communicating** - ideas and information within the horse breeding network
- ◇ **Collecting, analysing and organising information** - on horse records and feeding regimes
- ◇ **Planning and organising activities** - of breeding routines and sale preparation
- ◇ **Working with teams and others** - to achieve workplace goals
- ◇ **Using mathematical ideas and techniques** - to record industry demography
- ◇ **Solving problems** - of poor communication
- ◇ **Using technology** - to communicate within and outside the workplace

<b>Industry:</b> Rural <b>Area of Competency :</b> Horse: Generic <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG1703HB A Prepare and transport horses</b>	
<b>Element of Competency</b>	<b>Performance Criteria</b>
1703.1 Prepare for travelling	1703.1.1 Travel arrangements to minimise standing time during the trip or transit stages are scheduled and organised. 1703.1.2 Travelling equipment is applied to industry standard.
1703.2 Load horses	1703.2.1 All required equipment is loaded for the horses being transported. 1703.2.2 Horses are loaded calmly and efficiently and restrained using appropriate stable assistance as required. 1703.2.3 Feed is provided for horses according to instructions and stud policy. 1703.2.4 Loading methods for difficult horses are known and used as required. 1703.2.5 Tail chains, rails or breeching doors are fixed and horses secured prior to closing ramps.
1703.3 Transport horses	1703.3.1 Horse transport is driven at an even speed avoiding rapid acceleration or deceleration. 1703.3.2 Corners are negotiated evenly and vehicle not accelerated until the whole vehicle is straightened. 1703.3.3 Horses are checked regularly throughout the journey to ensure that they remain standing and are not distressed. 1703.3.4 Additional feed or prescribed medication are provided in line with veterinarians instructions to maintain horses in peak condition during transport.
1703.4 Unload horses	1703.4.1 Ramps are lowered, horses untied and rails or chains removed without frightening horses. 1703.4.2 Horses are gently led or backed from transport ensuring that guidance prevents animal from stepping over the sides of the ramp. 1703.4.3 Horses are checked on arrival for soundness and general health. 1703.4.4 Horses are led under control to the work area, stall or paddock.
<b>A. RANGE OF VARIABLES</b> <ul style="list-style-type: none"> <li>Travel of horses may be through the use of:             <ul style="list-style-type: none"> <li>road transport (floats or trucks), air, sea</li> </ul> </li> <li>Equipment and harness may include travelling aids as well as feed and water and rugging for horses.</li> <li>The provision of feed during transport will be dictated by stud policy.</li> <li>Stud policy may include a quarantine policy.</li> <li>In order to transport horses without undue stress or injury, various aids may be used. These may include:             <ul style="list-style-type: none"> <li>deafeners, blinds, kicking straps, rearing bits, veterinary sedation, boots/bandages</li> </ul> </li> <li>Checks on arrival may include monitoring of :             <ul style="list-style-type: none"> <li>respiration rate, injury, abnormal sweating, rolling, kicking</li> </ul> </li> <li>Whole consignments of horses can be delayed if well structured arrangements are not made to ensure that horses are promptly picked up at transit points.</li> <li>Checking horses in transit may simply be looking through interconnecting windows or at regular stops, but this constant monitoring is essential for the welfare of the animals.</li> </ul>	

<b>Industry:</b> Rural <b>Area of Competency :</b> Horse: Generic <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG1703HB A</b> Prepare and transport horses (continued)	
<b>A. RANGE OF VARIABLES</b> (continued) <ul style="list-style-type: none"> <li>• While the competence is achieved at AQF Level 1, individuals under the age of 18 years will be unable to complete all parts of this unit until they are legally able to obtain relevant driving licences.</li> <li>• Travelling arrangements may include the provision of rest breaks and may require additional feed and water supplies to be carried.</li> <li>• As a part of working safely with horses it is essential that quick release knots are used for tying up to a float or tie up rail.</li> </ul>	
<b>B. EVIDENCE GUIDE</b> <u><b>Key Outcomes</b></u> <ul style="list-style-type: none"> <li>• Travelling schedules are organised.</li> <li>• Horses and required equipment are prepared and loaded for travel.</li> <li>• Horses are transported to their destination in line with schedule.</li> <li>• Horses are checked when unloaded and appropriate husbandry and feed and water regimes are implemented.</li> </ul> <u><b>OHS issues that impact upon the performance of this unit</b></u> Relevant OHS hazards identification, risk assessment and risk control measures. These include: <ul style="list-style-type: none"> <li>• work with horses must always be carried out using calm and positive actions to avoid alarming animals and causing risks to both horses and handlers.</li> <li>• manual handling Codes of Practice should be strictly observed.</li> <li>• kicks, bites and crushing from horses are a constant workplace hazard in this industry.</li> <li>• safe working practices also include the need to communicate proposed actions with horses to all personnel in close proximity to avoid accidents.</li> </ul> <u><b>Holistic Outcome</b></u> Horses are transferred to their destination in good health. <u><b>Underpinning knowledge and skills</b></u> <ul style="list-style-type: none"> <li>• A basic working knowledge of:               <ul style="list-style-type: none"> <li>- the travelling requirements of horses</li> <li>- stud policies as they affect horse transport</li> <li>- feed types and where to access information on them</li> <li>- quarantine laws</li> </ul> </li> <li>• The ability to:               <ul style="list-style-type: none"> <li>- handle horses competently</li> <li>- quickly develop an empathy with the animals under care to ensure that their welfare needs are paramount</li> </ul> </li> </ul>	
<b>C. ASSESSMENT GUIDE</b> Assessment of this unit is to be conducted in accordance with this Assessment Guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture. <u><b>Authority managing and conducting assessment, and issuing qualifications</b></u> Authorised Registered Training Organisation (RTO) <u><b>Special outcomes of assessment for purposes of licensing by a government or other authority</b></u> Appropriate licensing of drivers will be a part of individual state legislation and may be required for completion of this unit <u><b>Interdependent assessment of units</b></u> This unit can be assessed independently.	

<b>Industry:</b> Rural <b>Area of Competency :</b> Horse: Generic <b>Sector:</b> Horse Breeding Industry
<b>RUA AG1703HB A</b> Prepare and transport horses (continued)
<b>C. ASSESSMENT GUIDE</b> (continued)  <b>Qualifications of Assessor</b> Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment".  Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria.  <b>Measures to ensure consistency in assessment</b> These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit.  <b>Where this unit is assessed</b> Competency is to be demonstrated in an agricultural workplace or in a situation which reproduces agricultural workplace conditions.  <b>Resources required beyond those normally found in a functional agricultural workplace</b> Normally occurring workplace resources reinforced with suitable horse transport and animals for practice

#### Utilisation of key competencies in the performance of this unit

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
1	1	1	1	1	1	1

- ◇ **Communicating** - with horse owners and transport operators
- ◇ **Collecting, analysing and organising information** - on travelling schedules and horse requirements
- ◇ **Planning and organising activities** - for transport of horses
- ◇ **Working with teams and others** - to safely facilitate transport arrangements
- ◇ **Using mathematical ideas and techniques** - to calculate distance and quantity
- ◇ **Solving problems** - of breakdown or fractious horses
- ◇ **Using technology** - to communicate and calculate

# LEVEL

## 2

<b>Industry: Rural</b> <b>Area of Competency : Generic: Operations</b> <b>Sector: Horse Breeding Industry</b>	
<b>RUA AG2100EO A Operate ride-on farm vehicles</b>	
<b>Element of Competency</b>	<b>Performance Criteria</b>
2100.1 Select machine and attachments appropriate for the job	2100.1.1 Designated modifications and attachments are used for appropriate jobs on the farm.
2100.2 Perform routine maintenance	2100.2.1 Routine safety checks are performed daily. 2100.2.2 Regular maintenance requirements completed as specified by the manufacturer. 2100.2.3 Faults detected are corrected and reported as specified in operating standards.
2100.3 Operate ride-on farm vehicle to perform enterprise requirements	2100.3.1 Operator is suitably attired to ensure safety. 2100.3.2 Prestart checks of ride-on farm vehicle and attachments are carried out to manufacturers' specifications and in line with established safety practices. 2100.3.3 Attachments and loads are fitted in accordance to manufacturers' specifications and safe practice. 2100.3.4 Parking procedures are completed in line with safe practice.
2100.4 Transporting ride-on farm vehicle on/in another vehicle	2100.4.1 Suitable transport is selected. 2100.4.2 Ride-on farm vehicle is safely loaded and unloaded using appropriate facilities. 2100.4.3 Ride-on farm vehicle is secured and transported according to manufacturers' instructions.
<b>A. RANGE OF VARIABLES</b> <ul style="list-style-type: none"> <li>Completion of this competency needs to be carried out on both two (2) and four (4) wheeled vehicles.</li> <li>The development of competency for either two or four wheeled class motor cycles does not reflect competency on any other class of motorcycle.</li> <li>Recording of assessment of competency needs to identify the class of motorcycle for which competency in this unit has been achieved.</li> <li>Ride-on farm vehicles include:               <ul style="list-style-type: none"> <li>farm motorcycles: any 2 wheeled motorcycle which is used primarily for farm work, excluding road motorcycles</li> <li>ATV: generally a vehicle with 4 or more wheels, travelling on low pressure tyres, having a seat to be straddled by rider and handlebars for steering control. <b>Whilst there are still some three (3) wheeled ATVs still in use in the rural sector their use is not encouraged on safety grounds.</b></li> </ul> </li> <li>Operating ride-on farm vehicles to enterprise requirements may include:               <ul style="list-style-type: none"> <li>mustering, spraying, farm transport, feeding, farm maintenance, towing trailers</li> </ul> </li> <li>Attachments may include:               <ul style="list-style-type: none"> <li>ATV mounted:                   <ul style="list-style-type: none"> <li>Saddle pack sprayers, band sprayers, spraymixer, spreaders, winch, gun scabbard, toolbox, first aid kits</li> </ul> </li> <li>ATV trailed:                   <ul style="list-style-type: none"> <li>Boom sprays, trailers, slashers, spreaders</li> </ul> </li> </ul> </li> <li>Attachments may include (continued):               <ul style="list-style-type: none"> <li>Motorbike:                   <ul style="list-style-type: none"> <li>handlebar protectors, front/rear carrier racks, sump guards, exhaust systems, accessory fuel tank, gun/shovel holsters, row runner, water bottle carriers, 2-way radios, saddlebags, first aid kits</li> </ul> </li> </ul> </li> <li>Inappropriate use of ride-on farm vehicles may include:               <ul style="list-style-type: none"> <li>operating outside manufacturers' specifications regarding load, towing capacity, age guidelines and passengers, operating on steep slopes, operating in flowing or deep water, operating on sealed roads, carrying passengers where no provision is made, around dangerous livestock, operating in confined spaces, attaching modifications outside of manufacturers' specifications</li> </ul> </li> </ul>	



<b>Industry:</b>	<b>Rural</b>
<b>Area of Competency :</b>	<b>Generic: Operations</b>
<b>Sector:</b>	<b>Horse Breeding Industry</b>
<b>RUA AG2100EO A Operate ride-on farm vehicles (continued)</b>	
<p><b>A. RANGE OF VARIABLES</b></p> <ul style="list-style-type: none"> <li>• Inappropriate jobs for farm motorbikes include: <ul style="list-style-type: none"> <li>- carrying large loads, towing, carrying passengers where provisions have not been made</li> </ul> </li> <li>• Routine daily safety checks include an assessment of: <ul style="list-style-type: none"> <li>- tyres and wheels, controls and cables, lights and electrics, oil and fuel, chain/driveshaft, chassis and suspension</li> </ul> </li> <li>• Regular maintenance requirements may include checks of: <ul style="list-style-type: none"> <li>- fluid levels, air cleaner, fuel and oil filters, lubrication, steering system, electrical system</li> </ul> </li> <li>• "Transport using ride-on farm vehicles" may include transport of: <ul style="list-style-type: none"> <li>- rider, pillion passenger, attachments, tools/equipment/goods, animals</li> </ul> </li> <li>• Transport of ride-on farm vehicles may be carried out in: <ul style="list-style-type: none"> <li>- other vehicles, aircraft</li> </ul> </li> <li>• Suitable attire for rider may include: <ul style="list-style-type: none"> <li>- helmet, safe footwear, protective clothing suitable for the job, eye protection, gloves</li> </ul> </li> <li>• Prestart checks may include checks of: <ul style="list-style-type: none"> <li>- tyres and wheels, controls and cables, lights and electrics, oil and fuel, chain/driveshaft, chassis and suspension</li> </ul> </li> <li>• Operating conditions may include: <ul style="list-style-type: none"> <li>- terrains: <ul style="list-style-type: none"> <li>- dry, water courses, varying gradients, broken ground, open/timbered ground, obstacles</li> </ul> </li> <li>- climatic: <ul style="list-style-type: none"> <li>- rain, wind, dust/flying insects, cold/heat</li> </ul> </li> <li>- obstacles: <ul style="list-style-type: none"> <li>- rocks, fences, farm debris, day/night</li> </ul> </li> </ul> </li> <li>• Riding hazards identified may include: <ul style="list-style-type: none"> <li>- environmental: <ul style="list-style-type: none"> <li>- change in terrain, livestock/wildlife, isolation/communication</li> </ul> </li> <li>- mechanical: <ul style="list-style-type: none"> <li>- instability, load shift, hitching</li> </ul> </li> <li>- operator: <ul style="list-style-type: none"> <li>- skills, Personal Protective Equipment, physical limitations, fatigue, speed, visibility, alcohol/drugs</li> </ul> </li> </ul> </li> <li>• Parking procedures may include: <ul style="list-style-type: none"> <li>- ensuring handbrake is on, turning engine off before dismounting, parking away from hazards, ensuring thoroughfares are kept clear</li> </ul> </li> <li>• Alternate transport modes for mustering may include <ul style="list-style-type: none"> <li>- ATV, farm motorbike, farm vehicle, horse, helicopter, walking</li> </ul> </li> <li>• Stock for mustering may include: <ul style="list-style-type: none"> <li>- sheep, cattle, horses, goats</li> </ul> </li> <li>• Ride-on farm vehicles may be inappropriate for mustering: <ul style="list-style-type: none"> <li>- dangerous animals, in timbered areas, infrequently handled animals</li> </ul> </li> <li>• Efficient mustering of stock may include: <ul style="list-style-type: none"> <li>- starting early and working in the cool of the day, preparing the route in advance, anticipating problems, letting the animals move at their own pace, avoiding downhill movements, avoiding narrow areas and sharp turns</li> </ul> </li> <li>• Chemical applications made using a ride-on farm vehicle may include: <ul style="list-style-type: none"> <li>- spot spraying, boom spraying, wick spraying</li> </ul> </li> <li>• Ride-on farm vehicles may be inappropriate for spraying in certain conditions: <ul style="list-style-type: none"> <li>- wind, steep slopes</li> </ul> </li> <li>• Suitable attire for spraying may include: <ul style="list-style-type: none"> <li>- protective clothing (long sleeve shirt and long trousers), gloves, enclosed footwear, eye protection, respirator in accordance with chemical label instructions and safe practice</li> </ul> </li> </ul>	

<b>Industry:</b>	<b>Rural</b>
<b>Area of Competency :</b>	<b>Generic: Operations</b>
<b>Sector:</b>	<b>Horse Breeding Industry</b>

**RUA AG2100EO A Operate ride-on farm vehicles (continued)**
**A. RANGE OF VARIABLES (continued)**

- Procedures for washing equipment may include:
  - cleaning chemical residue from ATV according to manufacturers' instructions
- Suitable transport may include:
  - trailer, utility, truck
- Loading and unloading may be performed:
  - at a specific loading site/loading ramp, at a mobile loading site, using a block and tackle or lifting method for immobile ride-on farm vehicle
- Securing of the ride-on farm vehicle includes:
  - using recommended tie downs, using recommended secure points

**B. EVIDENCE GUIDE**
**Key Outcome**

- Suitable ride-on farm vehicle selected for the task
- Routine pre-start checks and maintenance carried out in line with operating manual
- Ride-on farm vehicles safely operated for a range of property tasks
- Ride-on farm vehicles transported safely on trailer, utility or truck as required

**OHS issues that impact upon the performance of this unit**

Occupational health and safety considerations may include:

- modifications outside of manufacturers' specifications
- helmet standard
- selecting a ride-on farm vehicle appropriate to the worker and job being performed
- understanding that age may result in poor vision, slower reaction time, poor hearing
- the effect of body vibration
- noise to bystanders
- danger to bystanders

**Holistic Outcome**

Ride-on farm vehicles operated safely

**Underpinning knowledge and skills**

- A basic working knowledge of:
  - safe operating techniques for ride-on farm vehicles
  - routine maintenance requirements
  - animal handling techniques adversely affected by noise and speed
  - relevant licensing and safety requirements laid down under legislation
- The ability to:
  - safely ride and operate ride-on farm vehicles in a range of different conditions
  - carry out regular maintenance and repair routines on ride-on farm vehicles

<b>Industry:</b> Rural <b>Area of Competency :</b> Generic: Operations <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG2100EO A Operate ride-on farm vehicles (continued)</b>	
<b>C. ASSESSMENT GUIDE</b>  Assessment of this unit is to be conducted in accordance with this Assessment Guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture.  <u><b>Authority managing and conducting assessment, and issuing qualifications</b></u> Authorised Registered Training Organisation (RTO).  <u><b>Special outcomes of assessment for purposes of licensing by a government or other authority</b></u> Relevant licensing may be required for vehicle operation on roads or public reserves.  <u><b>Interdependent assessment of units</b></u> This unit can be assessed independently.  <u><b>Qualifications of Assessor</b></u> Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment".  <b>Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria'.</b>  <u><b>Measures to ensure consistency in assessment</b></u> These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit.  <u><b>Where the unit is assessed</b></u> Competence is best assessed in the workplace under normal working conditions. Sophisticated simulated exercises may be undertaken as a part of a training situation.  <u><b>Resources required beyond those normally found in a functioning agricultural workplace</b></u> There are no additional resources required for assessment of this unit.	

**Utilisation of key competencies in the performance of this unit**

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
1	1	1	1	1	1	1

- ◇ **Communicating** - with the property network
- ◇ **Collecting, analysing and organising information** - on ride-on farm vehicle operation and maintenance
- ◇ **Planning and organising activities** - of farm operations
- ◇ **Working with teams and others** - to complete mustering and similar tasks
- ◇ **Using mathematical ideas and techniques** - to calculate loads, mileage, etc.
- ◇ **Solving problems** - of breakdown and difficult work conditions
- ◇ **Using technology** - to communicate



<b>Industry:</b> Rural <b>Area of Competency :</b> Generic: Operations <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG2101EO A</b> Operate property vehicles	
Element of Competency	Performance Criteria
2101.1 Carry out routine pre- start checks	2101.1.1 Pre-start checks of vehicle systems are carried out to manufacturers' specifications and legislative requirements. 2101.1.2 Loads are secured to operation and legislative requirements. 2101.1.3 Cabin drills executed in line with operational instructions.
2101.2 Carry out routine maintenance	2101.2.1 Faults or malfunctions are corrected and/or reported according to enterprise requirements. 2101.2.2 Vehicles are routinely cleaned and stored after use to enterprise requirements. 2101.2.3 Vehicle use is recorded to operational standards.
2101.3 Drive property vehicles	2101.3.1 Vehicles are driven on- and off-road to legislative requirements. 2101.3.2 Emergency operating situations are recognised, counteracted as they arise, and minimised with the use of safe and defensive driving practices. 2101.3.3 Licences and permits are obtained as required. 2101.3.4 Vehicles are shut down and parked to operational requirements.
<b>A. RANGE OF VARIABLES</b> <ul style="list-style-type: none"> <li>Vehicles may include:               <ul style="list-style-type: none"> <li>agricultural motorcycles (2, 3 or 4-wheel), all terrain vehicles, cars, utilities, 4-wheel drives, light trucks, heavy trucks, articulated vehicles, horse floats/trucks</li> </ul> </li> <li>Driving conditions may include on-and off-road conditions which are:               <ul style="list-style-type: none"> <li>smooth, rough, slippery, boggy or hilly, with light, medium and heavy loads (Refer to manufacturers' operational manuals)</li> </ul> </li> <li>Checks and service of systems include:               <ul style="list-style-type: none"> <li>fuel, water, oils, battery levels, tyres, fan belts, leads, lines, connections, air cleaners, air conditioning, brakes, clutch, electrical, engine lubrication, hydraulics, steering, lighting, transmission, wheels and tyres, cooling</li> <li>all in accordance with the manufacturers' specifications</li> </ul> </li> <li>All procedures, especially those dealing with vehicles, must comply with relevant OHS provisions, their regulations and Codes of Practice</li> <li>The correction of faults or malfunctions may include tyre changing.</li> <li>Vehicle usage records may include:               <ul style="list-style-type: none"> <li>log books, service records</li> </ul> </li> </ul>	
<b>B. EVIDENCE GUIDE</b> <p><b>Key Outcomes</b>            Competence will be judged against the performance criteria within the parameters of the Range of Variables using the following as evidence:</p> <ul style="list-style-type: none"> <li>the importance of local conditions and factors</li> <li>driving several vehicles under differing conditions and various loads</li> <li>completion of routine checks and servicing</li> <li>a sound understanding of the workplace and its policies on vehicle usage</li> </ul> <p><b>OHS issues that impact upon the performance of this unit</b>            Vehicles must be used in accordance with Workplace Health and Safety Acts, regulations, Codes of Practice, manufacturers' instructions and enterprise policies.</p>	

<b>Industry:</b>	<b>Rural</b>
<b>Area of Competency :</b>	<b>Generic: Operations</b>
<b>Sector:</b>	<b>Horse Breeding Industry</b>

**RUA AG2101EO A Operate property vehicles (continued)**
**Holistic Outcome**

Vehicles are driven safely in due regard to the vehicles, the property, the livestock and the safety of all personnel.

**Underpinning knowledge and skills**

- The provisions of the Workplace Health and Safety Acts, their regulations and Codes of Practice.
- In order to accept increased responsibility or carry heavy loads, additional licence endorsements may be required.
- Particular state or territory regulations relating to operations.
- Operators require a range of acquired safety and survival skills, as well as the ability to acquire appropriate licences.
- Vehicle driving is performed with the absolute minimum of damage to vehicles, equipment and structures.
- Match the vehicles to the expected performance.
- A knowledge of:
  - road traffic laws
  - OHS procedures for various equipment
  - enterprise procedures for various equipment
  - relevant OHS requirements for storage of materials and equipment
- The ability to:
  - obtain required licences and permits
  - drive vehicles in a range of conditions
  - demonstrate emergency procedures in the operation of vehicles and equipment

**C. ASSESSMENT GUIDE**

Assessment of this unit is to be conducted in accordance with this Assessment Guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture.

**Authority managing and conducting assessment, and issuing qualifications**

Authorised Registered Training Organisation (RTO)

**Special outcomes of assessment for purposes of licensing by a government or other authority**

There are no industry licensing requirements for this unit.

**Interdependent assessment of units**

This unit can be assessed independently.

**Qualifications of Assessor**

Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment".

Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria.

<b>Industry:</b> Rural <b>Area of Competency :</b> Generic: Operations <b>Sector:</b> Horse Breeding Industry
<b>RUA AG2101EO A</b> Operate property vehicles (continued)
<b>C. ASSESSMENT GUIDE</b>  <b>Measures to ensure consistency in assessment</b> These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit.  <b>Where this unit is assessed</b> Competency is to be demonstrated in an agricultural workplace or in a situation which reproduces agricultural workplace conditions.  <b>Resources required beyond those normally found in a functional agricultural workplace</b> While competence in the operation of a wide range of property vehicles is desirable, the ability to efficiently operate the specific range of vehicles applicable to a particular workplace is required.

**Utilisation of key competencies in the performance of this unit**

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
1	2	2	1	2	1	1

- ◇ **Communicating** - with service agencies and vehicle owners and other staff
- ◇ **Collecting, analysing and organising information** - on vehicle usage, service and repairs
- ◇ **Planning and organising activities** - for routine maintenance and repair
- ◇ **Working with teams and others** - to complete specified works
- ◇ **Using mathematical ideas and techniques** - to calculate volumes and distances
- ◇ **Solving problems** - of breakdown and adverse operating conditions
- ◇ **Using technology** - to measure, record and communicate

<b>Industry:</b> Rural <b>Area of Competency :</b> Generic: Operations <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG2102EO A</b> Operate tractors	
Element of Competency	Performance Criteria
2102.1 Describe factors affecting safe tractor operation	2102.1.1 Mechanical hazards associated with safe tractor operation are identified and relevant risk control measures are described. 2102.1.2 Environmental hazards associated with safe tractor operation are identified and relevant risk control measures described. 2102.1.3 Operator factors associated with safe tractor operation are identified and relevant risk control measures are described.
2102.2 Perform routine tractor maintenance	2102.2.1 Routine safety checks are carried out in line with industry standards. 2102.2.2 Routine daily service requirements are completed as specified by the manufacturer. 2102.2.3 Faults detected are corrected and reported as specified in operating standards.
2102.3 Operate tractor(s)	2102.3.1 Pre-start checks of tractor and equipment carried out to manufacturers' specifications and legislative requirements. 2102.3.2 Selected implements are securely attached and set for required operation. 2102.3.3 Licenses and permits are obtained as required. 2102.3.4 The tractor is driven in a safe and controlled manner relative to the operating conditions without damage to the tractor attachments or property. 2102.3.5 Emergency road and complex working situations are recognised, counteracted as they arise and minimised with the use of safe and defensive work practices. 2102.3.6 Defined shut down procedures are completed in line with operational requirements.
<b>A. RANGE OF VARIABLES</b> <ul style="list-style-type: none"> <li>Tractors include:               <ul style="list-style-type: none"> <li>2 wheel drive, 4 wheel drive, front wheel assist, articulated tractors including scrapers, track or crawler driven</li> </ul> </li> <li>Mechanical hazards associated with tractor safety include:               <ul style="list-style-type: none"> <li>tractor stability factors resulting in: sideways rollover, rearward rollover, PTO hazards, mounting/dismounting hazards resulting in tractor runaway, noise, vibration, ergonomic factors</li> </ul> </li> <li>Environmental hazards include:               <ul style="list-style-type: none"> <li>broken ground, including cultivation, hidden objects, gullies, washouts, creek beds, sloping ground, weather related conditions - wet, cold heat</li> </ul> </li> <li>Operator factors include:               <ul style="list-style-type: none"> <li>risk taking behaviour, physical/developmental limitations, clothing, taking passengers, fatigue</li> </ul> </li> <li>Routine daily safety checks may include an assessment of:               <ul style="list-style-type: none"> <li>mechanical hazards, belts, gauges, chains and drives, power take off equipment and guards, lighting, roll over protection, spark arresters and fire safety, braking systems, hydraulic systems</li> </ul> </li> <li>Routine daily service requirements may include checks in line with manufacturers' specifications of:               <ul style="list-style-type: none"> <li>fluid levels, tyre conditions and pressures, track pins and rollers, belt replacements, hydraulic hoses and couplings, air cleaners, fuel and oil filters, lubrication, steering systems</li> </ul> </li> </ul>	



<b>Industry:</b> Rural <b>Area of Competency :</b> Generic: Operations <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG2102EO A Operate tractors (continued)</b>	
<b>A. RANGE OF VARIABLES (continued)</b> <ul style="list-style-type: none"> <li>Steering systems may include:               <ul style="list-style-type: none"> <li>conventional front wheel steering, articulated tractors, skid steer</li> </ul> </li> <li>Operating conditions may include a variety of terrain in both on- and off-road conditions which may be:               <ul style="list-style-type: none"> <li>Smooth, rough, slippery, boggy, hilly with light, medium and heavy loads/draughts</li> </ul> </li> <li>Tractors may be set up and operated for:               <ul style="list-style-type: none"> <li>blade, belt pulley, drawbar, front end loader, power take off, remote hydraulics, linkage mounted equipment</li> </ul> </li> <li>Tractor shutdown procedures may include:               <ul style="list-style-type: none"> <li>refuelling after work, ensuring all hydraulic equipment is lowered to a "safe" position, completing appropriate records</li> </ul> </li> <li>Operational standards may include:               <ul style="list-style-type: none"> <li>Pre-operational checks, standards of operation, storage and usage of fuels and lubricants, safeguards, reporting routines</li> </ul> </li> </ul>	
<b>B. EVIDENCE GUIDE</b> <p><b><u>Key Outcomes</u></b></p> <ul style="list-style-type: none"> <li>The correct mounting of implements, safe hitch points for towing and responsible operation of machinery are critical for operator safety in the rural environment.</li> <li>The safe operation of machinery including tractors requires appropriate clothing that will not risk being caught in power take-offs, drives or gear levers.</li> <li>Competence will be judged against the performance criteria within the parameters of the Range of Variables using the following as evidence:               <ul style="list-style-type: none"> <li>the importance of local conditions and factors</li> <li>driving under a variety of conditions</li> <li>tractors are set up and operated</li> <li>routine checks and service of systems</li> </ul> </li> <li>Workplace policy on tractor usage</li> <li>Operators need to demonstrate not only an ability to operate and maintain tractors but also an ability to be resourceful. This may include the identification and adaptation of any available materials, the ability to weld or fabricate unavailable parts, or simply keeping equipment operating.</li> </ul> <p><b><u>OHS that impact upon the performance of this unit</u></b></p> <ul style="list-style-type: none"> <li>Safe working and operating practices are required at all times.</li> <li>Workcover certificates may be required for the operation of hydraulic lifting equipment or any equipment worked above head height.</li> </ul> <p><b><u>Holistic Outcomes</u></b>          Safe and efficient operation of farm tractors</p>	

<b>Industry:</b>	<b>Rural</b>
<b>Area of Competency :</b>	<b>Generic: Operations</b>
<b>Sector:</b>	<b>Horse Breeding Industry</b>

**RUA AG2102EO A Operate tractors (continued)**
**B. EVIDENCE GUIDE (continued)**
**Underpinning knowledge and skills**

- A basic working knowledge of:
  - the provisions of the Workplace Health and Safety Acts, their regulations and Codes of Practice.
  - in order to accept increased responsibility, extra licence endorsements may be required.
  - particular state or territory regulations relating to operations
  - operators require a range of acquired safety and survival skills such as the need to maintain working loads within specification, hitch points at the correct height and an awareness of operating hazards, eg. power lines or steep working conditions.
  - tractor driving is performed with the absolute minimum of damage to vehicles, equipment and structures.
  - match the tractor equipment (including chains and ropes) to the expected performance
- The ability to:
  - safely and efficiently operate the range of prime movers applicable to the property

**C. ASSESSMENT GUIDE**

Assessment of this unit is to be conducted in accordance with this Assessment Guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture.

**Authority managing and conducting assessment, and issuing qualifications**

Authorised Registered Training Organisation (RTO)

**Special outcomes of assessment for purposes of licensing by a government or other authority**

Appropriate licensing conditions and administration are dictated by state legislation.

**Interdependent assessment of units**

Unit can be assessed independently.

**Qualifications of Assessor**

Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment".

Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria.

**Measures to ensure consistency in assessment**

These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit.

**Where this unit is assessed**

Competency is to be demonstrated in an agricultural workplace or in a situation which reproduces agricultural workplace conditions.

**Resources required beyond those normally found in a functional agricultural workplace**

There are no additional resources required for assessment of this unit.

<b>Industry:</b>	<b>Rural</b>
<b>Area of Competency :</b>	<b>Generic: Operations</b>
<b>Sector:</b>	<b>Horse Breeding Industry</b>
<b>RUA AG2102EO A Operate tractors (continued)</b>	

**Utilisation of key competencies in the performance of this unit**

Level of utilisation of Key Competencies (1 perform; 2 administration; 3 design)

Communicating ideas & information	Collecting analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

- ◇ **Communicating** - with the service network and manager
- ◇ **Collecting, analysing and organising information** - on tractor usage and consumables
- ◇ **Planning and organising activities** - for tractor operation
- ◇ **Working with teams and others** - to complete specified works
- ◇ **Using mathematical ideas and techniques** - to calculate coverage/fuel consumption, etc.
- ◇ **Solving problems** - of breakdown and equipment matching
- ◇ **Using technology** - to trouble shoot machinery performance and with communication systems

<b>Industry:</b> Rural <b>Area of Competency :</b> Generic: Maintenance <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG2522DY A</b> Carry out basic fencing operations	
Element of Competency	Performance Criteria
2522.1 Maintain basic fencing tools	2522.1.1 Tools and equipment are stored appropriately after use. 2522.1.2 Service tasks for fencing equipment are performed according to the manufacturers' specifications. 2522.1.3 Basic maintenance and repairs to tools are carried out safely to restore tool function to its effective range
2522.2 Make repairs to farm fences	2522.2.1 Tools appropriate for the task being undertaken are selected and used. 2522.2.2 Tools are handled and transported in a manner which minimises possible damage or loss and are used only for the purpose for which they were designed. 2522.2.3 Replacement posts are installed consistent with the existing fence, height and type. 2522.2.4 Soil is replaced and rammed so that the post is secure. 2522.2.5 Wire is strung, mounted and fixed according to instructions. 2522.2.6 Gates are repaired according to instructions. 2522.2.7 The site is left tidy by replacing dirt and removing materials. 2522.2.8 Safe work practices are employed.
2522.3 Dismantle an existing wire fence	2522.3.1 Tools appropriate for the task are identified and used safely. 2522.3.2 All reusable materials are identified, recovered and removed without further damage. 2522.3.3 The site is cleared with all non-reusable materials identified and disposed of and post holes firmly filled. 2522.3.4 Safe work practices are employed.
2522.4 Install sundry electric farm fences	2522.4.1 Fences are erected to contour and according to instructions. 2522.4.2 Components are installed neatly according to the manufacturers' guidelines and without damage. 2522.4.3 Fences are erected, dismantled, transported and stored without damage or undue risk of damage to materials. 2522.4.4 Safe work practices are employed.
<b>A. RANGE OF VARIABLES</b>  Note that the construction of fences is a Level 3 competency (RUA AG3523DY A and RUA AG3524DY A).  <ul style="list-style-type: none"> <li>Fence repairs may include:               <ul style="list-style-type: none"> <li>replace posts, rejoin and restrain wires, gate hinges, gate chains, gates</li> </ul> </li> <li>Tools may include:               <ul style="list-style-type: none"> <li>post driver, post hole borer, wire strainers, fencing pliers</li> </ul> </li> <li>Fencing wire may include:               <ul style="list-style-type: none"> <li>Plain, barbed, ringlock, netting</li> </ul> </li> </ul>	

<b>Industry:</b> Rural <b>Area of Competency :</b> Generic: Maintenance <b>Sector:</b> Horse Breeding industry	
<b>RUA AG2522DY A</b> Carry out basic fencing operations (continued)	
<b>A. RANGE OF VARIABLES</b> (continued) <ul style="list-style-type: none"> <li>• Knots for use in joining fence wire may include:             <ul style="list-style-type: none"> <li>- figure 8, pin and loop, Donald, post tie and double loop</li> </ul> </li> <li>• Sundry electric farm fences include strip grazing systems.</li> <li>• Electric fence components include:             <ul style="list-style-type: none"> <li>- portable live posts, insulators, energiser, wire</li> </ul> </li> </ul>	
<b>B. EVIDENCE GUIDE</b> <b>Key Outcome</b> Competency in carrying out basic fencing operations  <b><u>OHS issues that impact upon the performance of this unit</u></b> <ul style="list-style-type: none"> <li>• The rights and responsibilities of employers and employees under the relevant state and workplace OHS legislation</li> <li>• Codes of Practice for:             <ul style="list-style-type: none"> <li>- manual handling</li> </ul> </li> <li>• OHS requirements for the safe use of farm vehicles, machinery, tools and equipment, such as Australian Standards for:             <ul style="list-style-type: none"> <li>- guards for agricultural tractor PTO drives</li> <li>- agricultural wheeled tractors - Roll Over Protective Structures (ROPS) in service safety inspection and testing of electrical equipment</li> </ul> </li> <li>• On site OHS procedures may include:             <ul style="list-style-type: none"> <li>- provision of personal protective clothing and equipment</li> <li>- provision of sunscreen for outdoor work</li> </ul> </li> </ul> <b><u>Holistic Outcome</u></b> Safe and effective maintenance of fencing on the farm  <b><u>Underpinning knowledge and skills</u></b> <ul style="list-style-type: none"> <li>• A basic working knowledge of:             <ul style="list-style-type: none"> <li>- the uses and structure of a range of conventional fence types</li> <li>- the uses of standard fencing materials, equipment and tools</li> <li>- common fencing hazards and safety precautions that are necessary when fencing, particularly those related to straining wire and use of tools</li> <li>- the basic operation of electric fences including:                 <ul style="list-style-type: none"> <li>- earthing</li> <li>- current flow</li> <li>- resistance</li> <li>- leakage</li> </ul> </li> <li>- the difference between portable and mains power</li> <li>- the dangers posed by electricity to personnel and livestock</li> <li>- the conditions under which electric fences may cause fire</li> <li>- the relevant state legislation and regulations governing electric fences</li> </ul> </li> <li>- safe methods for diagnosing routine faults with electric fencing eg. the use of cut-out switches and isolating sections of fence             <ul style="list-style-type: none"> <li>- strip grazing systems and the properties of electric fencing necessary for good stock control</li> <li>- the function of a range of components of portable electric fence systems</li> <li>- the factors affecting the location of portable electric fence systems</li> <li>- relevant OHS legislation, regulations and Codes of Practice</li> </ul> </li> <li>• The ability to:             <ul style="list-style-type: none"> <li>- employ safe working practices</li> <li>- use time efficiently</li> <li>- maintain physical fitness</li> <li>- identify standard materials, components, equipment and tools for conventional and electric fencing</li> <li>- identify component parts of a portable electric fence system</li> </ul> </li> </ul>	

<b>Industry:</b>	<b>Rural</b>
<b>Area of Competency :</b>	<b>Generic: Maintenance</b>
<b>Sector:</b>	<b>Horse Breeding Industry</b>
<b>RUA AG2522DY A Carry out basic fencing operations (continued)</b>	
<p><b>C. ASSESSMENT GUIDE</b></p> <p>Assessment of this unit is to be conducted in accordance with this Assessment Guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture.</p> <p><b><u>Authority managing and conducting assessment, and issuing qualifications</u></b>          Authorised Registered Training Organisation (RTO)</p> <p><b><u>Special outcomes of assessment for purposes of licensing by a government or other authority</u></b>          There are no licensing requirements for this unit.</p> <p><b><u>Interdependent assessment of units</u></b>          This unit can be assessed independently.</p> <p><b><u>Qualifications of Assessor</u></b>          Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment".</p> <p>Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria.</p> <p><b><u>Measures to ensure consistency in assessment</u></b>          These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit.</p> <p><b><u>Where this unit is assessed</u></b>          Competency is to be demonstrated in an agricultural workplace or in a situation which reproduces agricultural workplace conditions.</p> <p><b><u>Resources required beyond those normally found in a functional agricultural workplace</u></b>          The range of resources required for assessment can be provided either in the workplace or a simulated working environment structured in a training situation.</p> <ul style="list-style-type: none"> <li>• Resources may include:             <ul style="list-style-type: none"> <li>- sufficient standard materials for conventional and portable electric fencing</li> <li>- suitable fencing hand tools and equipment</li> <li>- a fence in need of repair</li> <li>- an existing fence in need of removal</li> <li>- fencing manufacturers' manuals and pamphlets</li> <li>- relevant state legislation and regulations</li> <li>- Codes of Practice</li> <li>- relevant OHS information</li> <li>- workplace guidelines and checklists, eg. safety, First Aid, electric fencing</li> <li>- personal protective clothing and equipment</li> <li>- appropriate first aid kit</li> </ul> </li> </ul>	

<b>Industry:</b>	<b>Rural</b>
<b>Area of Competency :</b>	<b>Generic: Maintenance</b>
<b>Sector:</b>	<b>Horse Breeding Industry</b>
<b>RUA AG2522DY A</b> Carry out basic fencing operations (continued)	

**Utilisation of key competencies in the performance of this unit**

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

- ◇ **Communicating** - with supervisor, other farm personnel
- ◇ **Collecting, analysing and organising information** - in planning and scheduling fencing tasks
- ◇ **Planning and organising activities** - planning fencing tasks
- ◇ **Working with teams and others** - in maintenance or installation of portable electric fencing
- ◇ **Using mathematical ideas and techniques** - measuring quantities and lengths of materials for fencing repairs
- ◇ **Solving problems** - deciding on best repairs for the job, correct installation of portable electric fencing for the topography and livestock
- ◇ **Using technology** - electric fencing components

<b>Industry:</b> Rural <b>Area of Competency :</b> Horse: Generic <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG2700HB A</b> Carry out daily horse routines	
<b>Element of Competency</b>	<b>Performance Criteria</b>
2700.1 Clean stables and surrounding areas	2700.1.1 Horse is checked for condition, health, soundness and removed from stable. 2700.1.2 Manure, soiled bedding, stale feed are inspected and removed and abnormal conditions reported. 2700.1.3 Bedding is raked or forked and fresh quantities added as required. 2700.1.4 Feed bins and hay nets/bins are cleaned thoroughly. 2700.1.5 Water troughs are cleaned and filled with fresh water. 2700.1.6 Walkways are swept and/or raked and manure removed. 2700.1.7 Stale feed and manure safely disposed of in line with industry standards. 2700.1.8 Buildings or fixtures in need of maintenance or are unsafe are reported to the stable management.
2700.2 Perform daily work program	2700.2.1 Work program for each stable horse is carried out as instructed by the studmaster or stable manager. 2700.2.2 Horses are selected for professional services prepared and contractor contacted. 2700.2.3 Horses are prepared for specified daily work program. 2700.2.4 Horses are washed down after working, dried, rugged, returned to their stable and fed. 2700.2.5 Work routines and performance records are kept as an integral part of the stable business.
2700.3 Select, catch and tie up horses	2700.3.1 Individual characteristics of horses are identified and nominated animals selected. 2700.3.2 Selected horse is caught quickly and gently and headstall and lead rope fitted. 2700.3.3 Legs and hooves of selected horse are inspected for abnormalities, cuts or damage. 2700.3.4 Horse is led to work area or rail quietly and calmly and safely tied up. 2700.3.5 Horse handling reflects an awareness of potential danger and is carried out in adherence of recognised safe working practices.
2700.4 Groom and rug horses	2700.4.1 Horse's coat is groomed thoroughly to leave coat clean and remove all traces of dust, dirt, scurf and dead hair. 2700.4.2 Hooves and shoes are cleaned and checked for cracks, heat and other abnormalities and dirt must be removed from the outer walls of the hooves. 2700.4.3 Rugs appropriate to the conditions are fitted according to instructions from stable foreman taking care to avoid chaffing and rubbing.
2700.5 Clean and maintain stable gear	2700.5.1 All gear is regularly checked for wear and damage. 2700.5.2 Gear is thoroughly cleaned and polished and oils or preservatives applied as required according to stud practice. 2700.5.3 Broken straps, buckles, clips or fabric damage are actioned promptly. 2700.5.4 Gear is stored according to individual stud practice.



<b>Industry:</b> Rural <b>Area of Competency :</b> Horse: Generic <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG2700HB A</b> Carry out daily horse routines (continued)	
<b>A. RANGE OF VARIABLES</b> <ul style="list-style-type: none"> <li>Grooming involves the use of a range of curry combs, brushes and scrapers to care for the horse's coat.</li> <li>Selection criteria will also include:               <ul style="list-style-type: none"> <li>selection on age, brands, colour, markings, teaser activity, follicle scans, signs of oestrus, teaser activity</li> </ul> </li> <li>Selection and catching of horses may be carried out in:               <ul style="list-style-type: none"> <li>stable, yards, paddocks</li> </ul> </li> <li>Cleaning of boxes and stable surrounds may include duties in fodder storage and preparation areas.</li> <li>Types of bedding may include :               <ul style="list-style-type: none"> <li>sand, rice hulls, straw, wood shavings/sawdust</li> </ul> </li> <li>Contractors/professional service providers may include :               <ul style="list-style-type: none"> <li>veterinarians, farriers, horse dentists, horse transporters</li> </ul> </li> <li>Gear may include:               <ul style="list-style-type: none"> <li>bridles, reins, headstalls, leads, saddles</li> </ul> </li> </ul>	
<b>B. EVIDENCE GUIDE</b> <p><b>Key Outcomes</b></p> <ul style="list-style-type: none"> <li>Stable routines efficiently completed as part of a team</li> <li>Daily horse maintenance completed</li> <li>Horse selection for mating or work activities correctly carried out in line with instructions</li> <li>Horses groomed or rugged as required</li> </ul> <p><b>OHS issues that impact upon the performance of this unit</b></p> <p>Relevant OHS hazards identification, risk assessment and risk control measures. These include:</p> <ul style="list-style-type: none"> <li>the use of calm and positive actions at all times when handling horses is paramount in minimising the risk of kicks or bites from frightened or escaping animals.</li> <li>manual handling Codes of Practice should be strictly observed.</li> <li>kicks, bites and crushing from horses are a constant workplace hazard in this industry.</li> </ul> <p>safe working practices also include the need to communicate proposed actions with horses to all personnel in close proximity to avoid accidents.</p> <p><b>Holistic Outcome</b></p> <p>Daily horse routines maximise horse welfare and minimise problems in the workplace.</p> <p><b>Underpinning knowledge and skills</b></p> <ul style="list-style-type: none"> <li>A basic working knowledge of:           <ul style="list-style-type: none"> <li>animal welfare and the skills required in dealing with horses</li> <li>grooming or any action with horses requires the operator to be constantly looking for signs of injury, disease or parasites and reporting those observations</li> <li>safety procedures in the stables</li> <li>suitable horse bedding types</li> <li>disposal procedures for bedding manure and stale feed</li> </ul> </li> <li>The ability to:           <ul style="list-style-type: none"> <li>employ keen observational skills and report and express the outcomes of their actions and observations.</li> <li>handle horses in a working stable using practised and committed actions at all times</li> </ul> </li> </ul>	

<b>Industry:</b> Rural <b>Area of Competency :</b> Horse: Generic <b>Sector:</b> Horse Breeding Industry
<b>RUA AG2700HB A Carry out daily horse routines (continued)</b> <b>C. ASSESSMENT GUIDE</b>  Assessment of this unit is to be conducted in accordance with this Assessment Guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture.  <u><b>Authority managing and conducting assessment, and issuing qualifications</b></u> Authorised Registered Training Organisation (RTO). <u><b>Special outcomes of assessment for purposes of licensing by a government or other authority</b></u> There are no licensing requirements for this unit  <u><b>Interdependent assessment of units</b></u> The assessment of this unit should be carried out in conjunction with unit RUA AG2701HB A <i>Carry out regular horse observation</i> , and could be assessed with units RUA AG2702HB A-11 involving the care and selection of all classes of horses.  <u><b>Qualifications of Assessor</b></u> Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment".  Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria.  <u><b>Measures to ensure consistency in assessment</b></u> These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit.  <u><b>Where this unit is assessed</b></u> This unit can only be effectively assessed in the workplace.  <u><b>Resources required beyond those normally found in a functional agricultural workplace</b></u> There are no additional resources required for assessment of this unit.

#### Utilisation of key competencies in the performance of this unit

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
1	2	2	2	1	1	1

- ♦ **Communicating** - with the horse breeding network
- ♦ **Collecting, analysing and organising information** - on horses under their care
- ♦ **Planning and organising activities** - of horse breeding and husbandry
- ♦ **Working with teams and others** - to achieve overall stable goals
- ♦ **Using mathematical ideas and techniques** - to calculate quantity and breeding requirements
- ♦ **Solving problems** - of supply, horse ill health and injury
- ♦ **Using technology** - to communicate and calculate

<b>Industry:</b> Rural <b>Area of Competency :</b> Horse: Generic <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG2701HB A</b> Carry out regular horse observation	
Element of Competency	Performance Criteria
2701.1 Carry out horse checks	2701.1.1 All stud horses are checked for signs of ill health as a part of ongoing routine. 2701.1.2 Horses are examined for signs of lameness or soreness and abnormalities reported. 2701.1.3 Evidence of heat or swelling in legs reported to stud manager or foreman and treated under instruction. 2701.1.4 Hooves cleaned and shoes examined for wear and damage. 2701.1.5 Faulty, broken or loose shoes removed and farriery assistance called when required.
2701.2 Deal with horse emergencies	2701.2.1 Common signs of injury or life threatening conditions are detected and the situation quickly analysed before notification or action is taken. 2701.2.2 Life threatening ailments requiring emergency treatment are notified to the trainer, studmaster or veterinarian and immediate assistance called. 2701.2.3 Basic emergency and/or First Aid procedures are carried out, eg. bleeding, until professional help arrives. 2701.2.4 Cast horse is calmed and returned to its feet in a safe manner. 2701.2.5 Serious cuts and abrasions are promptly shown to the vet and assistance provided as required during professional treatment.
2701.3 Provide veterinary procedure support	2701.3.1 Cuts, abrasions and bruises are treated under instruction from the veterinarian, stud manager or foreman. 2701.3.2 Horse is examined for signs of distress or soreness after work or mating procedures and all abnormalities reported. 2701.3.3 Appropriate hoof care treatment is applied as instructed by the stud manager or foreman.
<b>A. RANGE OF VARIABLES</b> <ul style="list-style-type: none"> <li>In some establishments the taking of rectal temperature prior to work may identify a range of preclinical symptoms of respiratory infection or other illness which would not otherwise be identified.</li> <li>Checking for signs of ill health may include checking for:               <ul style="list-style-type: none"> <li>nasal, vaginal or rectal discharge, rectal temperature, coughing, abnormal coat conditions, changes to pulse, respiration changes, abnormal behaviour, vices such as weaving, depraved appetite or other boredom conditions that may reflect on the health of stabled horses</li> </ul> </li> <li>Life threatening ailments may include :               <ul style="list-style-type: none"> <li>twisted bowel/colic, malpresentation of foals, bleeding</li> </ul> </li> <li>Emergency First Aid procedures may be required in situations such as:               <ul style="list-style-type: none"> <li>bleeding, cast horses, trauma, leg injuries</li> </ul> </li> </ul>	

<b>Industry:</b> Rural <b>Area of Competency :</b> Horse: Generic <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG2701HB A</b> Carry out regular horse observation (continued)	
<b>B. EVIDENCE GUIDE</b>  <b><u>Key Outcome</u></b> <ul style="list-style-type: none"> <li>• All horses regularly checked in paddock or stable situation</li> <li>• All emergencies and procedures efficiently and calmly completed</li> <li>• Symptoms of ill health or injury identified, reported and actioned promptly</li> </ul> <b><u>OHS issues that impact upon the performance of this unit</u></b> Relevant OHS hazards identification, risk assessment and risk control measures. These include: <ul style="list-style-type: none"> <li>• Safe work systems and procedures to reduce kicks, bites and crushing injuries from horses. This will include using calm and positive actions to avoid alarming stock</li> <li>• safe manual handling systems and procedures</li> <li>• safe systems and procedures in preventing infection from injured/sick stock</li> <li>• clear communication between workers, especially when working together within a close proximity</li> <li>• safe systems and procedures for outdoor work, including protection from solar radiation</li> </ul> <b><u>Holistic Outcome</u></b> All horses on the property receive timely and total attention to their requirements.  <b><u>Underpinning knowledge and skills</u></b> <ul style="list-style-type: none"> <li>• A basic working knowledge of:               <ul style="list-style-type: none"> <li>- horses of all classes and their needs</li> <li>- the range of ailments that may occur or affect horses in the stud</li> <li>- horse First Aid and its application</li> <li>- the application of a range of basic treatments under veterinary supervision</li> </ul> </li> <li>• The ability to:               <ul style="list-style-type: none"> <li>- at all times handle horses and duties around them in a firm but calm, gentle and unhurried manner</li> <li>- quickly and accurately identify signs of ill health or injury or signs of abnormal or depressed appetite.</li> </ul> </li> </ul>	
<b>C. ASSESSMENT GUIDE</b>  Assessment of this unit is to be conducted in accordance with this Assessment Guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture.  <b><u>Authority managing and conducting assessment, and issuing qualifications</u></b> Authorised Registered Training Organisation (RTO)  <b><u>Special outcomes of assessment for purposes of licensing by a government or other authority</u></b> There are no licensing requirements for this unit.  <b><u>Interdependent assessment of units</u></b> This unit can be assessed independently.  <b><u>Qualifications of Assessor</u></b> Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment".  Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria.	

<b>Industry:</b> Rural <b>Area of Competency :</b> Horse: Generic <b>Sector:</b> Horse Breeding Industry	
RUA AG2701HB A Carry out regular horse observation (continued)	
<b>C. ASSESSMENT GUIDE</b> (continued)  <b><u>Measures to ensure consistency in assessment</u></b> These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit.  <b><u>Where this unit is assessed</u></b> This unit can be effectively assessed only in the workplace under normal working conditions.  <b><u>Resources required beyond those normally found in a functional agricultural workplace</u></b> There are no additional resources required for assessment of this unit.	

**Utilisation of key competencies in the performance of this unit**

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

- ◇ **Communicating** - with the breeding network and animal health practitioners
- ◇ **Collecting, analysing and organising information** - on horse requirements and daily observation
- ◇ **Planning and organising activities** - in connection with daily routines
- ◇ **Working with teams and others** - to achieve collective stable or stud goals
- ◇ **Using mathematical ideas and techniques** - to calculate feed or medicinal quantities
- ◇ **Solving problems** - of ill health or injury
- ◇ **Using technology** - to monitor, assess and communicate

<b>Industry:</b> Rural <b>Area of Competency :</b> Horse: Generic <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG2702HB A Care for foals</b>	
<b>Element of Competency</b>	<b>Performance Criteria</b>
2702.1 Carry out newborn foal care	2702.1.1 Newborn foal is checked for health and soundness. 2702.1.2 Post parturition checks of foal are made at regular intervals according to stud policy. 2702.1.3 Veterinary medicines are administered in line with studmaster or veterinarian's instructions.
2702.2 Care for suckling foals	2702.2.1 Foals are regularly checked for soundness as a part of daily routines. 2702.2.2 Foal checks include observation of foal health status. 2702.2.3 Foals are handled for routine procedures as instructed.
2702.3 Care for orphan foals	2702.3.1 Orphan foals are identified promptly and placed in prepared accommodation. 2702.3.2 Colostrum sources are identified and arrangements made for orphan. 2702.3.3 Health checks and feeding regimes are established in consultation with stud manager or veterinarian. 2702.3.4 Regular feeding includes observation of health and condition and accurate reporting to stud manager.
2702.4 Care for sick or injured foals	2702.4.1 Regular critical observation identifies signs of ill health or injury. 2702.4.2 Sick or injured foals are identified and isolated according to stud policy. 2702.4.3 Prescribed treatments and procedures are implemented as instructed by stud master or veterinarian. 2702.4.4 Neonatal and intensive care procedures reflect strict standards of hygiene and are in line with established standards of nursing care.
<b>A. RANGE OF VARIABLES</b> <ul style="list-style-type: none"> <li>Checks of foals at birth may include checking:           <ul style="list-style-type: none"> <li>obvious deformities, sex, colour, sire &amp; dam, umbilical cord stump, respiration, clearance of afterbirth, temperature, capillary refill, pulse</li> </ul> </li> <li>Post parturition checks may include:           <ul style="list-style-type: none"> <li>development of reflexes and sensory awareness, ensuring colostrum intake (checking immune status), passing of meconium and urination, mare milk supply</li> </ul> </li> <li>Veterinary medicines administered may include:           <ul style="list-style-type: none"> <li>post birth antibiotics, anti-tetanus injections, laxatives</li> </ul> </li> <li>The checking of foals regularly is of paramount importance for their health and well being - particularly in the first 48 hours after birth.</li> <li>Soundness checks may identify:           <ul style="list-style-type: none"> <li>injury, abnormalities and deformities, neonatal maladjustment syndrome</li> </ul> </li> <li>Foal health status checks may include checks for:           <ul style="list-style-type: none"> <li>straining or scouring, limb problems or deformities, exercise frequency, abnormal respiration, lethargy, umbilical hernia, nasal discharge, mismothering, restlessness, body exudates, development of reflexes and sensory awareness</li> </ul> </li> <li>Routine procedures may include:           <ul style="list-style-type: none"> <li>parasite control, vaccination (tetanus, equine herpes, salmonella, etc), hoof care, freeze/hot branding, foal imprinting, fitting of headstalls</li> </ul> </li> </ul>	

<b>Industry:</b> <b>Area of Competency :</b> <b>Sector:</b>	<b>Rural</b> <b>Horse: Generic</b> <b>Horse Breeding Industry</b>
<b>RUA AG2702HB A</b> Care for foals (continued)	
<b>A. RANGE OF VARIABLES</b> (continued)	
<ul style="list-style-type: none"> <li>Foals may be orphaned due to the following reasons:             <ul style="list-style-type: none"> <li>- mare dies, mare rejects her foal, mare is incapable of producing milk</li> </ul> </li> <li>Feeding regimes may include:             <ul style="list-style-type: none"> <li>- bottle feeding, foster feeding or donor mares, administration of veterinary medicines, supplementary feeding</li> </ul> </li> <li>Foal deformities may include:             <ul style="list-style-type: none"> <li>- hyperflexion of limbs, hypoflexion of limbs, parrot jaw, umbilical urachal fistula, patent bladder, squiffy face, cleft palate, hernias, artresia coli/anal agenesis, windswept or bandy, weak flexor tendons (down on pasterns/bumpers)</li> </ul> </li> <li>Colostrum sources may include:             <ul style="list-style-type: none"> <li>- accessing foster mare, milking dead mare, stored colostrum</li> </ul> </li> <li>Prescribed treatments for sick or injured foals may include:             <ul style="list-style-type: none"> <li>- feeding, bandaging, exercise, administration of prescribed veterinary medicines, checking of vital signs, assistance with intensive foal care, maintenance of fluid therapy, regular movement, maintaining body heat</li> </ul> </li> </ul>	
<b>B. EVIDENCE GUIDE</b>	
<b>Key Outcomes</b>	
<ul style="list-style-type: none"> <li>Newborn foal routines maximise survival rates and health</li> <li>Foals at foot observed regularly and provided with optimum care</li> <li>Orphan foals isolated and fed as prescribed</li> <li>Sick or injured foals provided with optimum care</li> </ul>	
<b>OHS issues that impact upon the performance of this unit</b>	
Relevant OHS hazards identification, risk assessment and risk control measures. These include:	
<ul style="list-style-type: none"> <li>the issue of calm and positive actions at all times when handling horses is paramount in minimising the risk of kicks or bites from frightened or escaping animals.</li> <li>manual handling Codes of Practice should be strictly observed.</li> <li>kicks, bites and crushing from horses are a constant workplace hazard in this industry.</li> <li>safe working practices also include the need to communicate proposed actions with horses to all personnel in close proximity to avoid accidents.</li> </ul>	
<b>Holistic Outcome</b>	
Foal care is provided to maximise growth and survival	
<b>Underpinning knowledge and skills</b>	
<ul style="list-style-type: none"> <li>A basic working knowledge of:             <ul style="list-style-type: none"> <li>- common digestive ailments</li> <li>- growth and development in the foal</li> <li>- dietary and nutritional requirements</li> <li>- range of diseases affecting foals</li> <li>- fostering techniques</li> <li>- limb deviation and corrective procedures</li> </ul> </li> <li>The ability to:             <ul style="list-style-type: none"> <li>- recognise disease, health or injury</li> <li>- humanely and safely handle foals</li> <li>- provide support to veterinarian for a range of procedures</li> <li>- efficiently carry out fostering</li> <li>- milk colostrum from dead/live mare</li> <li>- assist with and monitor corrective procedures</li> </ul> </li> </ul>	

<b>Industry:</b>	<b>Rural</b>
<b>Area of Competency :</b>	<b>Horse: Generic</b>
<b>Sector:</b>	<b>Horse Breeding Industry</b>

**RUA AG2702HB A Care for foals (continued)**
**C. ASSESSMENT GUIDE**

Assessment of this unit is to be conducted in accordance with this Assessment Guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture.

**Authority managing and conducting assessment, and issuing qualifications**

Authorised Registered Training Organisation (RTO)

**Special outcomes of assessment for purposes of licensing by a government or other authority**

There are no licensing requirements for this unit.

**Interdependent assessment of units**

This unit can be assessed independently.

**Qualifications of Assessor**

Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment".

Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria.

**Measures to ensure consistency in assessment**

These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit.

**Where this unit is assessed**

This unit can only be effectively assessed in the workplace.

**Resources required beyond those normally found in a functional agricultural workplace**

Normally occurring workplace resources including foals to facilitate the necessary practical experience.

**Utilisation of key competencies in the performance of this unit**

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

- ♦ **Communicating** - with animal health practitioners and other stud personnel
- ♦ **Collecting, analysing and organising information** - on donor mares and colostrum sources
- ♦ **Planning and organising activities** - for foal maintenance and feeding
- ♦ **Working with teams and others** - to facilitate regular observation and feeding routines
- ♦ **Using mathematical ideas and techniques** - to calculate volume and rations
- ♦ **Solving problems** - of weak and injured foals
- ♦ **Using technology** - to communicate and monitor foal health



<b>Industry:</b> Rural <b>Area of Competency :</b> Horse: Generic <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG2703HB A</b> Care for young horses	
Element of Competency	Performance Criteria
2703.1 Wean foals	2703.1.1 Mares and foals are identified and mustered. 2703.1.2 Foals isolated from mares to prevent suckling according to stud policy. 2703.1.3 Health procedures for mares and foals are completed in line with stud policy.
2703.2 Educate weanling horses	2703.2.1 Weanlings are caught frequently, restrained and handled. 2703.2.2 Regular horse health procedures are completed to ensure optimal growth and health. 2703.2.3 Regular training sessions are implemented to reinforce the education process in line with stud policy.
2703.3 Provide routine support for young horses	2703.3.1 Regular checks of young horses are completed as an integral part of daily routines. 2703.3.2 Feed and water supplies for young horses are monitored and deficiencies or abnormalities rectified and reported. 2703.3.3 Supplementary feed is provided in line with stud manager's instructions. 2703.3.4 Routine health treatments are implemented according to stud management policy. 2703.3.5 Unusual behavioural patterns are reported to the stud manager.
2703.4 Prepare sale horses	2703.4.1 Sale horses are identified and chosen for non-selected sales. 2703.4.2 Routine health and soundness checks are carried out in cooperation with veterinarian. 2703.4.3 Selected sale horses are boxed, fed and educated according to stud policy.
2703.5 Care for horses at sales	2703.5.1 Travelling aids are applied to horses selected for sale. 2703.5.2 Horse loading and consignment to sale venue reflects the highest standards of animal care. 2703.5.3 Horse care procedures at sale complex are carried out as instructed by the stud manager. 2703.5.4 Horses are prepared and paraded in line with sale catalogue and as requested.
<b>A. RANGE OF VARIABLES</b> <ul style="list-style-type: none"> <li>• Mares and foals may be identified by:               <ul style="list-style-type: none"> <li>- brands, tagging, marked halters, microchipping, colour, markings</li> </ul> </li> <li>• Health procedures for young horses may include:               <ul style="list-style-type: none"> <li>- internal parasite control, hoof care, dentition, vaccination, bandaging, administration of prescribed medication, topical treatments, wound and injury treatments</li> </ul> </li> <li>• Unusual behavioural patterns may include :               <ul style="list-style-type: none"> <li>- weaving, windsucking, abnormal aggression, changes to respiration rate</li> </ul> </li> <li>• Routine health and soundness checks may include assessment of:               <ul style="list-style-type: none"> <li>- limbs, dentition, hooves (trimmed every 4-5 weeks), condition</li> </ul> </li> <li>• Training sessions may include:               <ul style="list-style-type: none"> <li>- teaching tie up and lead, teaching to load, teaching to pick up feet, exercise (behind treadmills/joggers, lunging), regular grooming</li> </ul> </li> </ul>	

<b>Industry:</b> Rural <b>Area of Competency :</b> Horse: Generic <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG2703HB A Care for young horses (continued)</b>	
<b>A. RANGE OF VARIABLES (continued)</b> <ul style="list-style-type: none"> <li>Travelling aids may include:               <ul style="list-style-type: none"> <li>tail and leg bandaging, rugging, halters/restraints, boots, prescribed veterinary medications</li> </ul> </li> <li>Horse care procedures at sale may include:               <ul style="list-style-type: none"> <li>provision of bedding, stall cleaning, feeding requirements, grooming, provision of water, exercising</li> </ul> </li> </ul>	
<b>B. EVIDENCE GUIDE</b> <p><b><u>Key Outcomes</u></b></p> <ul style="list-style-type: none"> <li>Mares and foals mustered and foals safely isolated from mares to prevent suckling</li> <li>Weanling horses regularly handled and provided with basic training</li> <li>Young horses receive optimum care during growth</li> <li>Sale horses prepared and fed in line with stud policy</li> <li>Care for horses at sales carried out to industry standards</li> </ul> <p><b><u>OHS issues that impact upon the performance of this unit</u></b></p> <p>Relevant OHS hazards identification, risk assessment and risk control measures. These include:</p> <ul style="list-style-type: none"> <li>the issue of calm and positive actions at all times when handling horses is paramount in minimising the risk of kicks or bites from frightened or escaping animals.</li> <li>manual handling Codes of Practice should be strictly observed.</li> <li>kicks, bites and crushing from horses are a constant workplace hazard in this industry.</li> <li>safe working practices also include the need to communicate proposed actions with horses to all personnel in close proximity to avoid accidents.</li> </ul> <p><b><u>Holistic Outcome</u></b></p> <p>Yearling or sale horses reflect the highest standards of breeding and horse husbandry.</p> <p><b><u>Underpinning knowledge and skills</u></b></p> <ul style="list-style-type: none"> <li>A basic working knowledge of:           <ul style="list-style-type: none"> <li>foal development and growth</li> <li>nutritional requirements of young horses</li> <li>common development deformities</li> <li>easily recognised signs of parasitic infection or disease</li> <li>horse handling and education techniques</li> <li>horse behaviour</li> </ul> </li> <li>The ability to:           <ul style="list-style-type: none"> <li>calmly and humanely handle growing horses</li> <li>recognise signs of ill health or ill thrift</li> <li>communicate with all other stud personnel and industry professionals</li> <li>provide support to veterinarian or other professionals for a range of procedures</li> </ul> </li> </ul>	
<b>C. ASSESSMENT GUIDE</b> <p>Assessment of this unit is to be conducted in accordance with this Assessment Guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture.</p> <p><b><u>Authority managing and conducting assessment, and issuing qualifications</u></b></p> <p>Authorised Registered Training Organisation (RTO)</p> <p><b><u>Special outcomes of assessment for purposes of licensing by a government or other authority</u></b></p> <p>There are no licensing requirements for this unit.</p>	

<b>Industry:</b> Rural <b>Area of Competency :</b> Horse: Generic <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG2703HB A</b> Care for young horses (continued)	
<b>C. ASSESSMENT GUIDE</b> (continued)  <u><b>Interdependent assessment of units</b></u> The completion of unit RUA AG2702HB A <i>Care for foals</i> and RUA AG2701HB A <i>Carry out regular horse observation</i> could be assessed in conjunction with this unit.  <u><b>Qualifications of Assessor</b></u> Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment".  Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria.  <u><b>Measures to ensure consistency in assessment</b></u> These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit.  <u><b>Where this unit is assessed</b></u> This unit can be effectively assessed only in the workplace.  <u><b>Resources required beyond those normally found in a functional agricultural workplace</b></u> Normally occurring workplace resources including horses of different stages of growth and preparation. The equipment, feed and animal care resources can be provided only in the actual workplace.	

#### Utilisation of key competencies in the performance of this unit

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
1	2	2	2	1	1	1

- ◇ **Communicating** - with stud, sales and transport personnel
- ◇ **Collecting, analysing and organising information** - feed and education regimes and sale requirements
- ◇ **Planning and organising activities** - of horse education and sale preparation
- ◇ **Working with teams and others** - to participate in annual sales routines
- ◇ **Using mathematical ideas and techniques** - to calculate quantities and rations
- ◇ **Solving problems** - of difficult or fractious horses
- ◇ **Using technology** - to communicate and monitor

<b>Industry:</b> Rural <b>Area of Competency :</b> Generic: Maintenance <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG4131EM A</b> Maintain farm improvements	
Element of Competency	Performance Criteria
4131.1 Regularly assess conditions of farm structures	4131.1.1 Farm structures are checked for soundness from pests, corrosion and damage by the elements. 4131.1.2 Condition of farm structures is reported and recorded to enterprise requirements.
4131.2 Plan new sheds, buildings and other structures	4131.2.1 New structures are drafted to local government requirements. 4131.2.2 New structures are costed and funds obtained. 4131.2.3 Engineering reports are obtained if necessary to determine foundation and structure dimensions.
4131.3 Prepare a site and pour concrete	4131.3.1 Site is levelled and back filled to plan. 4131.3.2 Trenches for footings, plumbing, power, sewers, storm and mains water are dug and under floor work is completed to plan. 4131.3.3 Boxing is installed to plan. 4131.3.4 Appropriate concrete mixes are prepared and poured to plan. 4131.3.5 Suitable concreting tools and equipment are selected and used to lay and finish concrete.
4131.4 Fabricate structures	4131.4.1 Suitable plant and equipment is selected and operated in workshops and in the field. 4131.4.2 Appropriate metal and wood joining techniques are used. 4131.4.3 Construction follows instructions on plan. 4131.4.4 Construction meets plan dimensions. 4131.4.5 Tools and equipment are used safely.
4131.5 Dismantle structures	4131.5.1 Obsolete structures are dismantled safely. 4131.5.2 Materials not required are disposed of to maintain neat and fire safe area.
4131.6 Maintain land surrounding farm structures	4131.6.1 Farm structures are kept neat, tidy and fire safe.
<b>A. RANGE OF VARIABLES</b> <ul style="list-style-type: none"> <li>Farm structures may include: buildings, yards, stock handling structures, fences, water supply systems, roads, tracks, soil conservation works, irrigation and drainage channels, silage pits, grain and fodder storage, trellises, shelters and shade cloth, drying racks</li> <li>Work is coordinated with licensed trades required to meet state/local government requirements</li> </ul>	
<b>B. EVIDENCE GUIDE</b> <p><b>Key Outcomes</b></p> <ul style="list-style-type: none"> <li>Assessment of condition of structures</li> <li>Planning for new improvements</li> <li>Construction of selection of improvements</li> <li>Maintenance of farm improvements and surrounding areas</li> </ul> <p><b>OHS issues that impact upon the performance of this unit</b></p> <p>Maintenance and construction must be carried out in accordance with OHS legislation, tools used in accordance with manufacturers' instructions and in accordance with enterprise policies.</p> <p><b>Holistic Outcome</b></p> <p>Farm structures are maintained and improved in accordance with enterprise policies and management instruction.</p>	

<b>Industry:</b> Rural <b>Area of Competency :</b> Generic: Maintenance <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG4131EM A</b> Maintain farm improvements (continued)	
<b>B. EVIDENCE GUIDE</b> (continued)  <b><u>Underpinning knowledge and skills</u></b> <ul style="list-style-type: none"> <li>• A basic knowledge of:           <ul style="list-style-type: none"> <li>- local government requirement</li> <li>- drainage requirements around structures</li> </ul> </li> <li>• The ability to:           <ul style="list-style-type: none"> <li>- use range of workshop, hand and power tools</li> <li>- draw basic plans</li> <li>- read plans</li> <li>- complete range of earthworks to specification</li> <li>- fabrication in wood and steel</li> </ul> </li> </ul>	
<b>C. ASSESSMENT GUIDE</b>  Assessment of this unit is to be conducted in accordance with this Assessment Guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture.  <b><u>Authority managing and conducting assessment, and issuing qualifications</u></b> Authorised Registered Training Organisation (RTO)  <b><u>Special outcomes of assessment for purposes of licensing by a government or other authority</u></b> There are no licensing requirements for this unit.  <b><u>Interdependent assessment of units</u></b> Prerequisite: RUA AG1130EM A <i>Perform Routine Maintenance</i> could be assessed in conjunction with this unit.  <b><u>Qualifications of Assessor</u></b> Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment".  Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria.  <b><u>Measures to ensure consistency in assessment</u></b> These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit.  <b><u>Where this unit is assessed</u></b> Competency is to be demonstrated in an agricultural workplace or in a situation which reproduces agricultural workplace conditions.  <b><u>Resources required beyond those normally found in a functional agricultural workplace</u></b> The provision of experience in the handling and use of a wide range of resources can be provided using a combination of workplace and training resources.	

<b>Industry:</b>	<b>Rural</b>
<b>Area of Competency :</b>	<b>Generic: Maintenance</b>
<b>Sector:</b>	<b>Horse Breeding Industry</b>
<b>RUA AG4131EM A</b> Maintain farm improvements (continued)	

#### Utilisation of key competencies in the performance of this unit

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting analysing & organising information	Planning & organising activities	Working with others and in teams	Using mathematical ideas & techniques	Solving problems	Using technology
<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

- ◇ **Communicating** - with maintenance personnel and farm workers
- ◇ **Collecting, analysing and organising information** - on repair & maintenance requirements
- ◇ **Planning and organising activities** - on programmed maintenance
- ◇ **Working with others and in teams** - to facilitate maintenance programs
- ◇ **Using mathematical ideas and techniques** - to calculate and measure
- ◇ **Solving problems** - of accelerated depreciation
- ◇ **Using technology** - to repair and maintain
- ◇ **Cultural understanding** - an awareness of community attitudes

# LEVEL

## 3

<b>Industry: Rural</b> <b>Area of Competency : Generic: Farm Safety</b> <b>Sector: Horse Breeding Industry</b>		<b>This unit is intended for employees without managerial or supervisory responsibilities</b>
<b>RUA AG3021OH A</b> Implement and monitor the enterprise OHS program		
<b>Element of Competency</b>	<b>Performance Criteria</b>	
3021.1 Provide information to farm workers about occupational health and safety in the industry and the farm's health and safety procedures	3021.1.1 Information on the farm OHS program is provided and clearly explained to all farm workers. 3021.1.2 Relevant OHS legislation and Codes of Practice are clearly explained to farm workers. 3021.1.3 Information about identified OHS hazards on the farm is provided and safe work procedures to be implemented are clearly explained to workers.	
3021.2 Implement and monitor the involvement of workers in maintaining the health and safety of all people in the rural workplace	3021.2.1 Procedures whereby workers report OHS hazards, risks are assessed and action is taken to control risks, are clearly described to farm workers. 3021.2.2 Issues raised through consultation with farm workers are promptly acted upon and referred to the owner/manager of the rural workplace.	
3021.3 Implement and monitor the farm procedures for identifying OHS hazards, assessing risks and maintaining effective control measures	3021.3.1 Hazards which are identified are reported so that adequate risk assessment and effective control measures are implemented. 3021.3.2 Work procedures to control OHS risks are implemented by farm workers and regular monitoring occurs to ensure ongoing adherence and effectiveness of risk control. 3021.3.3 Inadequacies in existing risk control measures are identified, and measures to reduce exposure to OHS hazards through improved work processes and procedures raised with the owner/manager. 3021.3.4 Inadequacies in allocation of resources on the farm to ensure safe work practice are identified and reported to the owner/manager.	
3021.4 Implement the farm procedures for dealing with emergencies affecting health and safety of people on the rural workplace	3021.4.1 Farm procedures for dealing with OHS emergencies are implemented where necessary to ensure that prompt and effective control action is taken. 3021.4.2 OHS emergencies are investigated and reported to identify their cause in accordance with established investigation procedures. 3021.4.3 Suitable measures to prevent recurrence and minimise risk of OHS emergencies are discussed with the owner/manager and revised procedures implemented as necessary.	
3021.5 Administer first aid	3021.5.1 Basic first aid principles used to preserve life and minimise injury prior to arrival of medical help.	
3021.6 Implement and monitor the farm procedures for maintaining occupational health and safety records	3021.6.1 OHS induction and training needs of workers are recognised and arrangements made with the owner/manager to fulfil those needs. 3021.6.2 OHS records for the farm are accurately and legibly kept in accordance with farm and legal requirements for maintenance of OHS hazards, risk control, injury and disease events.	



<b>Industry:</b> Rural <b>Area of Competency :</b> Generic: Farm Safety <b>Sector:</b> Horse Breeding Industry	<b>This unit is intended for employees without managerial or supervisory responsibilities</b>
<b>RUA AG3021OH A</b> Implement and monitor the enterprise OHS program (continued)	
<p><b>A. RANGE OF VARIABLES</b></p> <p><b><i>The term “farm” is used to denote an agricultural or horticultural property, enterprise or workplace</i></b></p> <ul style="list-style-type: none"> <li>The implementing and monitoring of farm OHS programs is designed to achieve and maintain occupational health and safety standards in the workplace.</li> <li>This OHS competency involves supervision of the application of agricultural occupational health and safety principles and conformity with relevant legislation and Codes of Practice in each state, including the duties and responsibilities of all parties.</li> <li>It includes:           <ul style="list-style-type: none"> <li>general duty of care, requirements for maintenance and confidentiality of records of occupational injury and disease, requirements for records relating to hazardous substances on farms, provision of information and induction and training, regulations and Codes of Practice including those relating to plant, hazardous substances, manual handling, noise, issue resolution, health and safety representatives and occupational health and safety committees in the larger agricultural/horticultural enterprises</li> </ul> </li> <li>The following range statements for Rural OHS Generic competencies for AQF 1 and 2 also pertain to:           <ul style="list-style-type: none"> <li>hazards in the workplace, hazards for which protective clothing or equipment is required, hazardous manual handling tasks, risks associated with animals, risks associated with bystanders, levels of health and fitness, OHS emergencies on rural workplaces</li> </ul> </li> <li>The accepted hierarchy of risk control, ranging from most effective control approaches to least effective:           <ol style="list-style-type: none"> <li>Eliminate the hazard</li> <li>Substitute a less hazardous process for the hazard</li> <li>Design or engineering control to reduce risk</li> <li>Change work practice</li> <li>Use of personal protective clothing or equipment</li> </ol> </li> </ul> <p>Where possible the hazard should be eliminated or a less hazardous process should be substituted. Where elimination of a hazard is not possible, work systems should be designed to reduce risk and safe work practice implemented/managed.</p> <ul style="list-style-type: none"> <li>It is a requirement that First Aid training be undertaken through registered training provider, eg. Red Cross, St. John.</li> <li>“Farm workers” include:           <ul style="list-style-type: none"> <li>permanently employed farm hands and workers, casual workers, seasonal workers, contract workers, people resident on or visiting the farm</li> </ul> </li> <li>Effective control action in emergencies may include the communication of the location and directions to emergency personnel</li> </ul>	
<p><b>B. EVIDENCE GUIDE</b></p> <p><b><u>Key Outcomes</u></b></p> <ul style="list-style-type: none"> <li>Safe completion of work tasks by workers on the farm</li> <li>The safety of all persons on the farm</li> </ul> <p><b><u>OHS that impact upon the performance of this unit</u></b>  OHS risk management is the basis of this unit.</p> <p><b><u>Holistic Outcome</u></b>  OHS risk is minimised in the operation of a farm workplace.</p>	

<b>Industry:</b> Rural <b>Area of Competency :</b> Generic: Farm Safety <b>Sector:</b> Horse Breeding Industry	<b>This unit is intended for employees without managerial or supervisory responsibilities</b>
<b>RUA AG3021OH A</b> Implement and monitor the enterprise OHS program (continued)	
<p><b>B. EVIDENCE GUIDE</b> (continued)</p> <p><b><u>Underpinning knowledge and skills</u></b></p> <ul style="list-style-type: none"> <li>• A knowledge of the following should be evident:           <ul style="list-style-type: none"> <li>- significant hazards in the rural workplace</li> <li>- all relevant OHS legislation and Codes of Practice, consistent with the elements of competence the hierarchy of OHS risk control and its implementation for hazards in agriculture and horticulture</li> <li>- literacy levels and communication skills of farm workers, including seasonal workers</li> <li>- suitable communication techniques</li> </ul> </li> <li>• The ability to:           <ul style="list-style-type: none"> <li>- demonstrate a mature approach to the daily application of safe working procedures</li> </ul> </li> </ul>	
<p><b>C. ASSESSMENT GUIDE</b></p> <p>Assessment of this unit is to be conducted in accordance with this Assessment Guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture.</p> <p><b><u>Authority managing and conducting assessment, and issuing qualifications</u></b>          Authorised Registered Training Organisation (RTO)</p> <p><b><u>Special outcomes of assessment for purposes of licensing by a government or other authority</u></b>          Demonstrated competence in the elements of this unit is essential to ensure compliance with relevant OHS legislation and associated regulations.</p> <p><b><u>Interdependent assessment of units</u></b>          This unit can be assessed independently.</p> <p><b><u>Qualifications of Assessor</u></b>          'Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment".</p> <p>Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria'.</p> <p><b><u>Measures to ensure consistency in assessment</u></b>          These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit.</p> <p><b><u>Where this unit is assessed</u></b>          Competency is to be demonstrated in an agricultural workplace or in a situation which reproduces agricultural workplace conditions.</p> <p><b><u>Resources required beyond those normally found in a functional agricultural workplace</u></b>          There are no additional resources required for assessment of this unit.</p>	

<b>Industry:</b> Rural <b>Area of Competency :</b> Generic: Farm Safety <b>Sector:</b> Horse Breeding Industry	<b>This unit is intended for employees without managerial or supervisory responsibilities</b>
<b>RUA AG3021OH A</b> Implement and monitor the enterprise OHS program (continued)	

**Utilisation of key competencies in the performance of this unit**

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

- ◇ **Communicating** - with other workers and managers on the property, and the overall industry network
- ◇ **Collecting, analysing and organising information** - on hazard audits on the farm, and implementing relevant farm procedures
- ◇ **Planning and organising activities** - to implement hazard audits and safety procedures
- ◇ **Working with teams and others** - to implement farm safety procedures and programs
- ◇ **Using mathematical ideas and techniques** - to calculate costs, evacuation time, etc.
- ◇ **Solving problems** - in determining best possible option to reduce injury risk
- ◇ **Using technology** - to communicate and record OHS activities

<b>Industry:</b> Rural <b>Area of Competency :</b> Generic: Rural Office <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG3201BM A</b> Perform administrative duties	
Element of Competency	Performance Criteria
3201.1 Process mail	3201.1.1 Inward mail is collected. 3201.1.2 Business and personal mail is sorted and distributed. 3201.1.3 Business mail is filed or answered. 3201.1.4 Outward mail is recorded and posted.
3201.2 Operate office equipment	3201.2.1 Calculators are operated to enterprise requirements. 3201.2.2 Communication equipment is operated in accordance with enterprise procedures. 3201.2.3 Computers are operated to enterprise requirements. 3201.2.4 Word processing and typing equipment is operated to enterprise requirements.
3201.3 Facilitate business communication	3201.3.1 Messages are received and sent promptly and accurately. 3201.3.2 Messages are followed up to enterprise procedures.
3201.4 Maintain filing systems	3201.4.1 Filing systems are established to meet enterprise requirements. 3201.4.2 Filing systems are operated to enterprise requirements. 3201.4.3 Files are reviewed and updated as required by the enterprise.
3201.5 Process financial transactions	3201.5.1 Petty cash system is established and operated to enterprise requirements. 3201.5.2 Cheques are prepared for payment. 3201.5.3 Deposit slips are completed for banking. 3201.5.4 Cash receipts and payments are recorded to enterprise requirements. 3201.5.5 Cash balances are reconciled to bank and other financial statements.
<b>A. RANGE OF VARIABLES</b> <ul style="list-style-type: none"> <li>• Calculators include mechanical and electrical devices that perform mathematical functions</li> <li>• Communication equipment includes:               <ul style="list-style-type: none"> <li>- telephones, two way radio, facsimile machines, photocopiers, modems</li> </ul> </li> <li>• Computers include:               <ul style="list-style-type: none"> <li>- processing units, keyboard and mouse, disks, CD-ROM, printers, modems</li> </ul> </li> <li>• Word processors include dedicated work processing equipment other than word processing software for personal computers</li> <li>• Typewriters include both mechanical and electronic</li> <li>• Filing systems include places and objects for storing and retrieving physical and financial records, personnel documents, technical and business information and library shelving</li> </ul>	

<b>Industry:</b> Rural <b>Area of Competency :</b> Generic: Rural Office <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG3201BM A</b> Perform administrative duties (continued)	
<b>B. EVIDENCE GUIDE</b>  <u><b>Key Outcomes</b></u> Administrative duties associated with a small rural business are performed including the safe efficient operation of all equipment.  <u><b>OHS issues that impact upon the performance of this unit</b></u> All equipment must be operated in accordance with OHS legislation and manufacturer requirements, chairs should be ergonomically designed and offices adequately illuminated.  <u><b>Holistic Outcome</b></u> The administrative duties of the business are performed in a safe, timely and efficient manner to the requirements of the management.  <u><b>Underpinning knowledge and skills</b></u> <ul style="list-style-type: none"> <li>• A basic working knowledge of:             <ul style="list-style-type: none"> <li>- office equipment</li> <li>- communications equipment</li> <li>- filing systems</li> <li>- financial documents</li> </ul> </li> <li>• The ability to:             <ul style="list-style-type: none"> <li>- process mail</li> <li>- process financial transactions</li> <li>- operate office and communications equipment</li> </ul> </li> </ul>	
<b>C. ASSESSMENT GUIDE</b>  Assessment of this unit is to be conducted in accordance with this Assessment Guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture.  <u><b>Authority managing and conducting assessment, and issuing qualifications</b></u> Authorised Registered Training Organisation (RTO)  <u><b>Special outcomes of assessment for purposes of licensing by a government or other authority</b></u> There are no licensing requirements for this unit.  <u><b>Interdependent assessment of units</b></u> This unit can be assessed independently.  <u><b>Qualifications of Assessor</b></u> 'Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment".  Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria'.  <u><b>Measures to ensure consistency in assessment</b></u> These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit.	

<b>Industry:</b> Rural <b>Area of Competency :</b> Generic: Rural Office <b>Sector:</b> Horse Breeding Industry
<b>RUA AG3201BM A</b> Perform administrative duties (continued)
<b>C. ASSESSMENT GUIDE</b> (continued)  <b><u>Where this unit is assessed</u></b> Competency is to be demonstrated in an agricultural workplace or in a situation which reproduces agricultural workplace conditions.  <b><u>Resources required beyond those normally found in a functional agricultural workplace</u></b> There are no additional resources required for assessment of this unit.

**Utilisation of key competencies in the performance of this unit**

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
2	2	2	2	2	2	2

- ◇ **Communicating** - with suppliers and professional support
- ◇ **Collecting, analysing and organising information** - setting up and using filing systems
- ◇ **Planning and organising activities** - organising correspondence, banking, filing
- ◇ **Working with teams and others** - suppliers, farm staff and professional support
- ◇ **Using mathematical ideas and techniques** - records processing, calculators
- ◇ **Solving problems** - balancing financial statements, records, petty cash
- ◇ **Using technology** - office equipment, communications equipment

<b>Industry:</b> Rural <b>Area of Competency :</b> Generic: Management <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG3202BM A</b> Organise human resources	
Element of Competency	Performance Criteria
3202.1 Participate in staff selection	3202.1.1 Staffing requirements are reported to enterprise management. 3202.1.2 Potential recruits are identified and selected to enterprise policies. 3202.1.3 Selected staff are informed of required performance standards. 3202.1.4 Wages and conditions are negotiated to enterprise and industry standards. 3202.1.5 Contracts of employment are completed.
3202.2 Induct staff	3202.2.1 New employees are introduced to other staff. 3202.2.2 New employees are familiarised with work place. 3202.2.3 New employees are familiarised with work and safety procedures and policies.
3202.3 Organise work programs	3202.3.1 Work plans are developed in consultation with management. 3202.3.2 Staff are informed of duties to be undertaken. 3202.3.3 Work activities are reviewed. 3202.3.4 Staff opinions are sought and adopted as appropriate.
3202.4 Develop teamwork	3202.4.1 Actions are initiated to develop good teamwork and morale. 3202.4.2 Staff contributions are acknowledged and rewarded.
3202.5 Supervise staff	3202.5.1 Effective contributions are acknowledged and rewarded. 3202.5.2 Errors are corrected and required standards reinforced. 3202.5.3 Efforts to reach required standards are encouraged. 3202.5.4 Compliance with OHS policies and practices is ensured.
3202.6 Review staff performance	3202.6.1 Staff are trained to the standard required. 3202.6.2 Staff performance is monitored on a daily basis. 3202.6.3 Staff performance is reported to enterprise management. 3202.6.4 Enterprise employment termination procedures are followed.
<b>A. RANGE OF VARIABLES</b> <ul style="list-style-type: none"> <li>Unless otherwise stated, directions, specifications and prescriptions come from management or other advisers and may include prescriptions for staffing plans. Staffing plans may include:               <ul style="list-style-type: none"> <li>total annual staff numbers, seasonal staff numbers, total staffing budgets, staff classifications by job description, training and development policies, staff recruiting, policy restraints, reporting mechanisms</li> </ul> </li> <li>Human resources may include:               <ul style="list-style-type: none"> <li>family members (paid and unpaid), permanent and casual employees, contractors, volunteers, students on work experience, technical and professional support</li> </ul> </li> <li>Contracts of employment may include task specific and general contracts of employment as well as special schemes to encourage on and off the job training and continuing education</li> <li>Records may be paper or computer based</li> <li>Development of teamwork may include staff meetings, communication and social events</li> </ul>	

<b>Industry:</b>	<b>Rural</b>
<b>Area of Competency :</b>	<b>Generic: Management</b>
<b>Sector:</b>	<b>Horse Breeding Industry</b>

**RUA AG3202BM A Organise human resources (continued)**
**B. EVIDENCE GUIDE**
**Key Outcomes**

Supervisors assist in staff selection and can induct staff, organise their work programs and develop teamwork and morale through effective supervision.

**OHS issues impacting upon the performance of this unit**

Staff supervision must ensure compliance with all OHS legislation and enterprise OHS policies.

**Holistic Outcome**

The enterprise is appropriately staffed throughout the year, duties are performed to the standards required, teamwork and morale are developed, performance is reviewed and training carried out where required.

**Underpinning knowledge and skills**

- A basic working knowledge of:
    - human motivation and development
    - measure of efficiency
    - recruitment options
  - The ability to:
    - organise people
    - analyse and make decisions
    - negotiate
    - train and supervise
- relevant industrial awards
  - teams and teamwork
  - supervision and training
  - observe and measure
  - interpersonal skills
  - record and report

**C. ASSESSMENT GUIDE**

Assessment of this unit is to be conducted in accordance with this Assessment Guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture.

**Authority managing and conducting assessment, and issuing qualifications**

Authorised Registered Training Organisation (RTO)

**Special outcomes of assessment for purposes of licensing by a government or other authority**

There are no licensing requirements for this unit.

**Interdependent assessment of units**

This unit can be assessed independently.

**Qualifications of Assessor**

Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment".

Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria.

**Measures to ensure consistency in assessment**

These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit.



<b>Industry:</b>	<b>Rural</b>
<b>Area of Competency :</b>	<b>Generic: Management</b>
<b>Sector:</b>	<b>Horse Breeding Industry</b>
<b>RUA AG3202BM A Organise human resources (continued)</b>	
<b>C. ASSESSMENT GUIDE (continued)</b>	
<b><u>Where this unit is assessed</u></b>	
Competency is to be demonstrated in an agricultural workplace or in a situation which reproduces agricultural workplace conditions.	
<b><u>Resources required beyond those normally found in a functional agricultural workplace</u></b>	
In a rural business which employs staff	

#### Utilisation of key competencies in the performance of this unit

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>-</b>

- ◇ **Communicating** - with staff and management and applicants for jobs
- ◇ **Collecting, analysing and organising information** - wages and conditions, contracts
- ◇ **Planning and organising activities** - work programs every day
- ◇ **Working with teams and others** - with staff in their daily work
- ◇ **Using mathematical ideas and techniques** - wages and wage calculations, time sheets, productivity analyses
- ◇ **Solving problems** - with staff, unions, management and daily work
- ◇ **Using technology** - nil

<b>Industry:</b> Rural <b>Area of Competency :</b> Generic: Pastures <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG3532DY A</b> Establish pastures and crops	
Element of Competency	Performance Criteria
3532.1 Prepare paddocks for seeding	3532.1.1 Paddocks requiring crop and pasture establishment are identified from the pasture and crop production plan. 3532.1.2 The quantity of materials required is calculated and procured. 3532.1.3 Paddocks are cleared and the land levelled according to the plan. 3532.1.4 Pest control measures are applied according to the plan and as required. 3532.1.5 The seed bed is prepared according to the plan. 3532.1.6 Soil analysis is undertaken according to kit instructions. 3532.1.7 Soil conditioners are applied to the soil and incorporated and fertiliser dressing is applied according to the plan. 3532.1.8 Soil moisture conditions are checked for sowing.
3532.2 Sow pastures or crops	3532.2.1 The seed drill is calibrated to the correct rate of application. 3532.2.2 Seed and fertiliser are placed at the correct depth and row spacing. 3532.2.3 Machinery and equipment are checked during seeding.
3532.3 Maintain pasture or crop vigour	3532.3.1 Pastures and crops are monitored for weeds, pests and diseases. 3532.3.2 Problems are identified and treatments determined. 3532.3.3 Weeds, pests and diseases are controlled according to the plan. 3532.3.4 Grazing of crops and pastures is carefully controlled during pasture and crop establishment.
<b>A. RANGE OF VARIABLES</b> <ul style="list-style-type: none"> <li>Pasture and crop establishment programs may include:               <ul style="list-style-type: none"> <li>establishment in virgin ground, establishment after a cropping program, replacement of run down pasture, changing the composition of pastures, growing fodder crops, growing cash crops, re-establishing pastures after earthworks</li> </ul> </li> <li>Materials may include:               <ul style="list-style-type: none"> <li>soil conditioners including lime or gypsum, fertilisers, herbicide, pesticide, seed</li> </ul> </li> <li>Cultivating machinery and equipment may include:               <ul style="list-style-type: none"> <li>Ploughs, scarifiers, offset discs, rippers, rotary tillers</li> </ul> </li> <li>Sowing machinery and equipment may include:               <ul style="list-style-type: none"> <li>fertiliser spinner, drop spreader, fertiliser truck, disc seeder, chisel seeder, crop specific, eg. maize planter</li> </ul> </li> <li>Sowing methods may include:               <ul style="list-style-type: none"> <li>Broadcasting, drill seeding into seed bed, drill dropped seed on surface</li> </ul> </li> <li>Problems may include:               <ul style="list-style-type: none"> <li>Weeds, insects, mites, diseases, vermin</li> </ul> </li> </ul>	

<b>Industry:</b> Rural <b>Area of Competency :</b> Generic: Pastures <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG3532DY A</b> Establish pastures and crops (continued)	
<b>B. EVIDENCE GUIDE</b>  <u><b>Key outcome</b></u> Competency in establishing pastures and crops  <u><b>OHS issues that impact upon the performance of this unit</b></u> <ul style="list-style-type: none"> <li>• The rights and responsibilities of employers and employees under the relevant state and workplace OHS legislation</li> <li>• Codes of Practice for:             <ul style="list-style-type: none"> <li>- working with livestock</li> <li>- manual handling</li> <li>- the control of workplace hazardous substances</li> </ul> </li> <li>• OHS requirements for the safe use of chemical and biological agents</li> <li>• OHS requirements for the safe operation of farm vehicles, machinery and equipment, such as Australian Standards for:             <ul style="list-style-type: none"> <li>- guards for agricultural tractor PTO drives</li> <li>- agricultural wheeled tractors - Roll Over Protective Structures (ROPS)</li> </ul> </li> <li>• On site OHS procedures may include:             <ul style="list-style-type: none"> <li>- provision of personal protective clothing and equipment</li> <li>- provision of sunscreen for outdoor work</li> </ul> </li> </ul> <u><b>Holistic outcome</b></u> Pastures and crops are established effectively to maximise productive outputs of the farm within the production plan  <u><b>Underpinning knowledge and skills</b></u> <ul style="list-style-type: none"> <li>• A basic working knowledge of:             <ul style="list-style-type: none"> <li>- the advantages and disadvantages of pasture and crop establishment programs</li> <li>- different species used as pasture crops</li> <li>- different crop species used in fodder cropping for feed requirements</li> <li>- the timing of pasture and crop establishment</li> <li>- pests</li> <li>- treatments required for pest control</li> <li>- the machinery and equipment used in pasture and crop establishment</li> <li>- relevant OHS legislation, regulations and Codes of Practice</li> </ul> </li> <li>• The ability to:             <ul style="list-style-type: none"> <li>- interpret and implement crop and pasture production plans</li> <li>- operate pasture and crop establishment machinery and equipment to required standards</li> <li>- adjust pasture and crop establishment machinery and equipment according to the manufacturers' specifications</li> <li>- identify pests affecting crop and pasture species</li> <li>- employ safe work practices</li> </ul> </li> </ul>	

<b>Industry:</b>	<b>Rural</b>
<b>Area of Competency :</b>	<b>Generic: Pastures</b>
<b>Sector:</b>	<b>Horse Breeding Industry</b>

**RUA AG3532DY A** Establish pastures and crops (continued)

### C. ASSESSMENT GUIDE

It should be noted where the term "ITAB" is used, there is the expectation that the ITAB will act in consultation with the relevant industry sector organisation.

Assessment of this unit is to be conducted in accordance with this Assessment Guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture.

#### **Authority managing and conducting assessment, and issuing qualifications**

Authorised Registered Training Organisation (RTO)

#### **Special outcomes of assessment for purposes of licensing by a government or other authority**

There are no licensing requirements for this unit.

#### **Interdependent assessment of units**

This unit can be assessed independently.

#### **Qualifications of Assessor**

'Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment".

Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria'.

#### **Measures to ensure consistency in assessment**

These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit.

#### **Where this unit is assessed**

Competency should be assessed in the workplace.

#### **Resources required beyond those normally found in a functional agricultural workplace**

There are no additional resources required for assessment of this unit.

#### **Utilisation of key competencies in the performance of this unit**

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>2</b>

- ◇ **Communicating** - management, staff
- ◇ **Collecting, analysing and organising information** - materials required for seeding
- ◇ **Planning and organising activities** - seed bed preparation, pest control, sowing, pasture and crop management
- ◇ **Working with teams and others** - implement the pasture and crop production plan
- ◇ **Using mathematical ideas and techniques** - measuring quantities, areas, treatments
- ◇ **Solving problems** - environmental, soil analysis, tests, calibration of equipment
- ◇ **Using technology** - testing, sowing and pest control equipment, communications equipment

<b>Industry:</b> Rural <b>Area of Competency :</b> Generic: Pastures <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG3533DY A</b> Conserve pastures and crops	
Element of Competency	Performance Criteria
3533.1 Prepare for fodder conservation	3533.1.1 Fodder conservation options are defined. 3533.1.2 A choice is made between hay, silage, grain and other stock feeds. 3533.1.3 Fodder conservation equipment suitable for the paddocks is selected. 3533.1.4 Paddocks are identified for fodder conservation activities. 3533.1.5 The extent of fodder conservation activities is determined.
3533.2 Prepare paddocks for fodder conservation	3533.2.1 Paddocks are closed to livestock at the optimum time. 3533.2.2 Growth is monitored for optimum harvest. 3533.2.3 Pests and diseases are monitored and controlled.
3533.3 Make fodder	3533.3.1 Weather conditions are monitored for the best time to harvest. 3533.3.2 Fodder is made. 3533.3.3 Fodder is covered as indicated in the production plan. 3533.3.4 Fodder is baled, wrapped and stored to enterprise guidelines.
<b>A. RANGE OF VARIABLES</b> <ul style="list-style-type: none"> <li>Fodder may include:               <ul style="list-style-type: none"> <li>Hay, silage</li> </ul> </li> <li>Hay conservation systems may include:               <ul style="list-style-type: none"> <li>mow, rake and bale; mow, ted, rake and bale; mow, condition, rake and bale; mow, condition, windrow and bale; small "square" bales; large "square" bales; round bales, string tied.</li> </ul> </li> <li>Make includes:               <ul style="list-style-type: none"> <li>mowing the crop; wilting the crop; tedding and/or raking the crop; forage harvesting; stacking and rolling the crop; baling, wrapping, carting and storing the crop, redrying rain affected hay</li> </ul> </li> <li>Silage storage systems may include:               <ul style="list-style-type: none"> <li>stack or pit, covered, uncovered, baled and wrapped, baled, stacked and covered</li> </ul> </li> <li>Hay storage systems may include:               <ul style="list-style-type: none"> <li>baled and shedded, stored in the paddock, wrapped, covered, uncovered</li> </ul> </li> <li>Silage conservation systems may include:               <ul style="list-style-type: none"> <li>direct forage harvest and stack; cut, wilt forage harvest and stack; bun, wedge, clamp and pit stacks, design, shape and size of stacks, baled and wrapped, baled, stacked and covered</li> </ul> </li> <li>Silage and hay making equipment may include:               <ul style="list-style-type: none"> <li>mowers and mower conditioners, tedders, tedder rakes, rakes, small square balers, large square balers, round balers, round bale wrappers, tunnel bale wrappers, forage harvesters, forage wagons, truck and elevator, buncher and retriever, hay loader, front end loader, round bale carriers</li> </ul> </li> </ul>	

<b>Industry:</b> Rural <b>Area of Competency :</b> Generic: Pastures <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG3533DY A</b> Conserve pastures and crops (continued)	
<b>B. EVIDENCE GUIDE</b>  <b><u>Key outcome</u></b> Competency in implementing a fodder conservation plan  <b><u>OHS issues that impact upon the performance of this unit</u></b> <ul style="list-style-type: none"> <li>• The rights and responsibilities of employers and employees under the relevant state and workplace OHS legislation</li> <li>• Codes of Practice for:             <ul style="list-style-type: none"> <li>- manual handling</li> </ul> </li> <li>• OHS requirements for the safe operation of farm vehicles, machinery and equipment, such as Australian Standards for:             <ul style="list-style-type: none"> <li>- guards for agricultural tractor PTO drives</li> <li>- agricultural wheeled tractors - Roll Over Protective Structures (ROPS)</li> </ul> </li> <li>• On site OHS procedures may include:             <ul style="list-style-type: none"> <li>- provision of personal protective clothing and equipment</li> <li>- provision of sunscreen for outdoor work</li> </ul> </li> </ul> <b><u>Holistic outcome</u></b> The fodder conservation plan is implemented safely and effectively to maximise productive outputs of the farm within the production plan  <b><u>Underpinning knowledge and skills</u></b> <ul style="list-style-type: none"> <li>• A basic working knowledge of:             <ul style="list-style-type: none"> <li>- silage and hay making programs and operations</li> <li>- silage conservation systems</li> <li>- hay conservation systems</li> <li>- the factors which affect the quality of silage and hay</li> <li>- the advantages and disadvantages of conserving fodder as hay or silage</li> <li>- the machinery and equipment used in silage and hay conservation programs</li> <li>- relevant OHS legislation, regulations and Codes of Practice</li> </ul> </li> <li>• The ability to:             <ul style="list-style-type: none"> <li>- interpret and implement fodder conservation plans</li> <li>- identify and compare a range of silage and hay making machinery and equipment</li> <li>- operate a range of silage and hay making machinery and equipment</li> <li>- adjust silage and hay making machinery and equipment according to the manufacturers' specifications</li> <li>- employ safe work practices</li> </ul> </li> </ul>	
<b>C. ASSESSMENT GUIDE</b>  Assessment of this unit is to be conducted in accordance with this Assessment Guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture.  <b><u>Authority managing and conducting assessment, and issuing qualifications</u></b> Authorised Registered Training Organisation (RTO)  <b><u>Special outcomes of assessment for purposes of licensing by a government or other authority</u></b> There are no licensing requirements for this unit.	

<b>Industry:</b> Rural <b>Area of Competency :</b> Generic: Pastures <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG3533DY A</b> Conserve pastures and crops (continued)	
<b>C. ASSESSMENT GUIDE</b> (continued)  <u><b>Interdependent assessment of units</b></u> This unit can be assessed independently.  <u><b>Qualifications of Assessor</b></u> 'Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment".  Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria'.  <u><b>Measures to ensure consistency in assessment</b></u> These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit.  <u><b>Where this unit is assessed</b></u> Competency should be assessed in the workplace.  <u><b>Resources required beyond those normally found in a functional agricultural workplace</b></u> There are no additional resources required for assessment of this unit.	

**Utilisation of key competencies in the performance of this unit**

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
1	1	1	1	1	1	1

- ◇ **Communicating** - management, staff
- ◇ **Collecting, analysing and organising information** - on fodder conservation options, timing, equipment
- ◇ **Planning and organising activities** - fodder conservation planning, monitoring growth, pests, weather, making fodder
- ◇ **Working with teams and others** - to Conserve pastures and crops
- ◇ **Using mathematical ideas and techniques** - measuring production
- ◇ **Solving problems** - of types of fodder, methods of fodder production, pests, timing of operations
- ◇ **Using technology** - fodder conservation equipment

<b>Industry:</b> Rural <b>Area of Competency :</b> Horse: Generic <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG3700HB A</b> Select horses for breeding	
Element of Competency	Performance Criteria
3700.1 Select mares	3700.1.1 Relevant mare breeding and performance records are collated to identify breeding group. 3700.1.2 Individual mare progeny are viewed and assessed for conformation and physical attributes. 3700.1.3 Selected mares are identified and mating strategies recorded in consultation with the stud manager.
3700.2 Select stallions	3700.2.1 Relevant sire breeding and performance records are collected to identify suitable bloodlines. 3700.2.2 Individual sire progeny are viewed and assessed for conformation and physical attributes. 3700.2.3 Preferred sire is identified and mating strategies facilitated in consultation with the stud manager.
3700.3 Assess progeny	3700.3.1 Physical conformation and soundness of foals are established at birth and details recorded. 3700.3.2 Growth rate and development of young horses is monitored regularly and details recorded. 3700.3.3 Regular handling and socialising with young horses ensures thorough assessment of temperament and familiarisation with humans.
<b>A. RANGE OF VARIABLES</b> <ul style="list-style-type: none"> <li>Relevant mare and stallion breeding records and performance records may include:               <ul style="list-style-type: none"> <li>- racing performance of the mare or stallion family, identification of genetic characteristics, inherited traits such as temperament, mothering ability, etc., health factors, type and performance of progeny</li> </ul> </li> <li>Identification of mares and stallions may include identification of :               <ul style="list-style-type: none"> <li>- brands, markings, colours, whorls</li> </ul> </li> <li>Assessment of physical conformation may include an evaluation of:               <ul style="list-style-type: none"> <li>- bone structure, legs and tendons, hooves, muscular development, subjective criteria, health status, weight, movement</li> </ul> </li> </ul>	
<b>B. EVIDENCE GUIDE</b> <p><b>Key Outcomes</b></p> <ul style="list-style-type: none"> <li>Selected horses reflect sound understanding of genetics and the breeding process</li> <li>Breed and family mismatches are avoided</li> <li>A broad understanding of breeding and selection is demonstrated</li> </ul> <p><b>OHS issues that impact upon the performance of this unit</b></p> <p>Relevant OHS hazards identification, risk assessment and risk control measures. These include:</p> <ul style="list-style-type: none"> <li>the issue of calm and positive actions at all times when handling horses is required to minimise the risk of kicks or bites from frightened or escaping animals.</li> <li>manual handling Codes of Practice should be strictly observed.</li> <li>kicks, bites and crushing from horses are a constant workplace hazard in this industry.</li> <li>safe working practices also include the need to communicate proposed actions with horses to all personnel in close proximity to avoid accidents.</li> </ul> <p><b>Holistic Outcome</b></p> <p>Suitable horses are selected as a part of the ideal breeding program.</p>	



<b>Industry:</b> Rural <b>Area of Competency :</b> Horse: Generic <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG3700HB A</b> Select horses for breeding (continued)	
<b>B. EVIDENCE GUIDE</b> (continued)  <b><u>Underpinning knowledge and skills</u></b> <ul style="list-style-type: none"> <li>• A basic working knowledge of:           <ul style="list-style-type: none"> <li>- a basic understanding of the application of genetics to horse breeding</li> <li>- the significance of heritability to horse breeding</li> <li>- the physiological reproduction system of the horse and fertility patterns of mares and stallions</li> <li>- appropriate forms and records such as returns, stud bookings, serving slips, health records, brands, performance criteria and blood typing</li> <li>- genotype and phenotype</li> <li>- breed identification</li> <li>- points of a horse</li> <li>- horse anatomy</li> </ul> </li> <li>• The ability to:           <ul style="list-style-type: none"> <li>- visually assess horse conformation</li> <li>- select suitable horses for the established breeding requirements</li> <li>- effectively identify, catch and handle all classes of horses</li> <li>- identify individual horse breeds</li> <li>- recognise individual horse characteristics</li> <li>- identify characteristics of individual horse movement</li> </ul> </li> </ul>	
<b>C. ASSESSMENT GUIDE</b>  Assessment of this unit is to be conducted in accordance with this Assessment Guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture.  <b><u>Authority managing and conducting assessment, and issuing qualifications</u></b> Authorised Registered Training Organisation (RTO)  <b><u>Special outcomes of assessment for purposes of licensing by a government or other authority</u></b> There are no licensing requirements for this unit.  <b><u>Interdependent assessment of units</u></b> Prerequisites: RUA AG2702HB A <i>Care for foals</i> RUA AG2703HB A <i>Care for young horses</i> In conjunction with: RUA AG3701HB A <i>Handle and care for stallions</i> RUA AG3702HB A <i>Care for broodmares.</i>  <b><u>Qualifications of Assessor</u></b> Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment".  Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria.	

<b>Industry:</b>	<b>Rural</b>
<b>Area of Competency :</b>	<b>Horse: Generic</b>
<b>Sector:</b>	<b>Horse Breeding Industry</b>

**RUA AG3700HB A** Select horses for breeding (continued)

**C. ASSESSMENT GUIDE** (continued)

**Measures to ensure consistency in assessment**

These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit.

**Where this unit is assessed**

Assessment must be conducted in the actual workplace but the aspects of the collation and recording of relevant breeding information may be addressed in a training situation.

**Resources required beyond those normally found in a functional agricultural workplace**

- Normally occurring workplace resources including suitable horses and working records
- Horse family histories may also be required

**Utilisation of key competencies in the performance of this unit**

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

- ◇ **Communicating** - with other breeders and stud record keepers
- ◇ **Collecting, analysing and organising information** - on mares, stallions and young horses
- ◇ **Planning and organising activities** - to facilitate mating programs
- ◇ **Working with teams and others** - to achieve property breeding goals
- ◇ **Using mathematical ideas and techniques** - to calculate oestrus patterns, gestation and growth
- ◇ **Solving problems** - of difficult selection or stallion location
- ◇ **Using technology** - to investigate and record breeding and performance details

<b>Industry:</b> Rural <b>Area of Competency :</b> Horse: Generic <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG3701HB A</b> Handle and care for stallions	
Element of Competency	Performance Criteria
3701.1 Care for stallions	3701.1.1 Stallions are caught, groomed, checked and exercised as a part of daily routines to maintain fitness and monitor injury, condition and general health. 3701.1.2 Regular checking and accurate observation ensures that all changes in stallion behaviour and health are identified and recorded. 3701.1.3 Feed and water requirements are applied in strict compliance with prescribed nutritional programs and details recorded. 3701.1.4 Horse health routines are maintained through and between breeding seasons as prescribed by the supervising veterinarian and/or stud manager.
3701.2 Handle stallion for mating procedures	3701.2.1 Selected stallion is caught and identified in line with mating requirements. 3701.2.2 Suitable restraint is applied to stallion for mating activities. 3701.2.3 Enterprise hygiene practices are applied to ensure disease risks are minimal. 3701.2.4 Mating or semen collection is completed according to enterprise standards and to minimise stress to the stallion. 3701.2.5 Post-mating procedures are completed as instructed by stud master or veterinarian.
<b>A. RANGE OF VARIABLES</b> <ul style="list-style-type: none"> <li>Stallions may be kept in a paddock (for natural mating) or a stabled environment (for hand mating or artificial insemination)</li> <li>Exercise for stallions may be carried out through :               <ul style="list-style-type: none"> <li>lunging, riding if appropriate</li> </ul> </li> <li>Stallions may be identified through:               <ul style="list-style-type: none"> <li>freeze brands (on neck or shoulder), hot iron brands, lip tattoo, hoof tattoo</li> </ul> </li> <li>Enterprise hygiene practice may include:               <ul style="list-style-type: none"> <li>washing and grooming, preparation and washing of prepuce, vulva and other reproductive organs of stallion and mare, disinfection of premises</li> </ul> </li> <li>Horse health routines may include:               <ul style="list-style-type: none"> <li>annual vaccination for bacterial disease , internal and external parasite prophylaxis, hoof and limb injury treatment and maintenance</li> </ul> </li> <li>Hand mating may be conducted using:               <ul style="list-style-type: none"> <li>tethering and serving hobbles on mares, twitches, side lines, fitting of serving boots and neck protection on mares</li> </ul> </li> <li>Mating or semen collection standards for the enterprise may include:               <ul style="list-style-type: none"> <li>specification of limited mating numbers for individual stallions, mating intervals, the use of specialist equipment, seasonal routines</li> </ul> </li> <li>Post mating procedures may include:               <ul style="list-style-type: none"> <li>washing and grooming, feeding, rugging</li> </ul> </li> </ul>	

<b>Industry:</b> Rural <b>Area of Competency :</b> Horse: Generic <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG3701HB A</b> Handle and care for stallions (continued)	
<b>B. EVIDENCE GUIDE</b>  <p>The actual involvement of an individual in the handle and care of stallions will be dependent on the individual stud property, the available staff and the individual stallions on the property. On some properties only the most experienced and senior stud staff will handle the stallions.</p> <p><b>Key Outcomes</b></p> <ul style="list-style-type: none"> <li>• Health and condition of stallions is optimised.</li> <li>• Mating and semen collection operations completed with minimal distress to horses</li> <li>• Conception rates (and live foal outcomes) maximised through efficient and well managed stud activities</li> </ul> <p><b>OHS issues that impact upon the performance of this unit</b>            Relevant OHS hazards identification, risk assessment and risk control measures. These include:</p> <ul style="list-style-type: none"> <li>• the issue of calm and positive actions at all times when handling horses is paramount in minimising the risk of kicks or bites from frightened or escaping animals.</li> <li>• manual handling Codes of Practice should be strictly observed.</li> <li>• kicks, bites and crushing from horses are a constant workplace hazard in this industry.</li> <li>• safe working practices also include the need to communicate proposed actions with horses to all personnel in close proximity to avoid accidents.</li> </ul> <p><b>Holistic Outcome</b>            Stallion use and care ensures the success of the stud as a business.</p> <p><b>Underpinning knowledge and skills</b></p> <ul style="list-style-type: none"> <li>• A basic working knowledge of:               <ul style="list-style-type: none"> <li>- safe horse handling</li> <li>- appropriate stallion restraints</li> <li>- the need for accurate identification and recording in the mating process</li> <li>- common equine injury and disease that affects breeding horses</li> <li>- completion of a curriculum module unit at the same level as VBA176 Care of Stud Horses</li> </ul> </li> </ul> <p>for the Diploma of Horse Studies (Breeding) is recognised as evidence of a sound background knowledge for this unit</p> <ul style="list-style-type: none"> <li>• The ability to:               <ul style="list-style-type: none"> <li>- recognise disease, ill health or injury</li> <li>- humanely and safely handle stallions and mares</li> <li>- provide support to veterinarian for a range of procedures</li> </ul> </li> </ul>	
<b>C. ASSESSMENT GUIDE</b>  <p>Assessment of this unit is to be conducted in accordance with this Assessment Guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture.</p> <p><b>Authority managing and conducting assessment, and issuing qualifications</b>            Authorised Registered Training Organisation (RTO)</p> <p><b>Special outcomes of assessment for purposes of licensing by a government or other authority</b>            There are no licensing requirements for this unit.</p> <p><b>Interdependent assessment of units</b>            Prerequisite:            RUA AG3702HB A <i>Care for broodmares</i>            This unit can be assessed with:</p>	

RUA AG4700HB A	<i>Prevent and treat equine injury and disease</i>
RUA AG3706HB A	<i>Practice responsible usage of prescribed medication</i>

<b>Industry:</b>	<b>Rural</b>
<b>Area of Competency :</b>	<b>Horse: Generic</b>
<b>Sector:</b>	<b>Horse Breeding Industry</b>

**RUA AG3701HB A Handle and care for stallions (continued)**
**C. ASSESSMENT GUIDE (continued)**
**Qualifications of Assessor**

'Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment".'

Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria'.

**Measures to ensure consistency in assessment**

These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit.

**Where this unit is assessed**

Assessment will need to be conducted in the actual workplace but the aspects of the collation and recording of relevant breeding information may be addressed in a training situation.

**Resources required beyond those normally found in a functional agricultural workplace**

Normally occurring workplace resources including suitable horses and mating records

**Utilisation of key competencies in the performance of this unit**

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>2</b>

- ◇ **Communicating** - with the stud network and veterinarians as required
- ◇ **Collecting, analysing and organising information** - on stallion performance and mare bloodlines
- ◇ **Planning and organising activities** - for servicing procedures
- ◇ **Working with teams and others** - to facilitate smooth mating operations
- ◇ **Using mathematical ideas and techniques** - to calculate volume and breeding cycles
- ◇ **Solving problems** - of poor conception or difficult matings
- ◇ **Using technology** - to communicate and complete laboratory procedures

<b>Industry:</b> Rural <b>Area of Competency :</b> Horse: Generic <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG3702HB A</b> Care for broodmares	
Element of Competency	Performance Criteria
3702.1 Carry out mare maintenance	3702.1.1 Mares are regularly checked for general health and condition as an integral part of daily work routines. 3702.1.2 Mares are fed as instructed and checked to ensure that appetite is maintained.
3702.2 Catch and handle mares	3702.2.1 Mares are selected for treatment or health maintenance procedures. 3702.2.2 Horses are mustered and yarded in line with stud master's instructions. 3702.2.3 Selected mare is caught and restrained for required procedures. 3702.2.4 Foal is identified, caught and retained with mare as appropriate.
3702.3 Provide post-weaning care for mares	3702.3.1 Mares are isolated from foals and returned to appropriate holding areas to prevent suckling. 3702.3.2 Specialist post-weaning care procedures are carried out as instructed by the studmaster.
<b>A. RANGE OF VARIABLES</b> <ul style="list-style-type: none"> <li>Specialist care of mares following weaning of foals may include:-               <ul style="list-style-type: none"> <li>nutritional control, parasite control programs, additional grooming, shoeing, milking excess milk, mastitis</li> </ul> </li> <li>Health maintenance procedures may include:-               <ul style="list-style-type: none"> <li>hoof and lower limb care, dentition, routine vaccination/immunisation programs, nasal or oral drench administration, insecticidal washes, intramuscular or intravenous injections</li> </ul> </li> <li>Appropriate holding areas will be paddocks, stable or yards located out of sight, or earshot from weaned foals.</li> </ul>	
<b>B. EVIDENCE GUIDE</b> <p><b>Key Outcome</b></p> <ul style="list-style-type: none"> <li>Routine care procedures include feeding and critical observation for signs of ill health or depressed appetite.</li> <li>Health maintenance procedures completed in a timely and effective manner.</li> <li>Post-weaning care ensures that mares remain isolated from foals and safely confined on high quality pasture.</li> </ul> <p><b>OHS issues that impact upon the performance of this unit</b></p> <p>Relevant OHS hazards identification, risk assessment and risk control measures. These include:</p> <ul style="list-style-type: none"> <li>The issue of calm and positive actions at all times when handling horses is paramount in minimising the risk of kicks or bites from frightened or escaping animals.</li> <li>Manual handling Codes of Practice should be strictly observed.</li> <li>Kicks, bites and crushing from horses are a constant workplace hazard in this industry.</li> <li>Safe working practices also include the need to communicate proposed actions with horses to all personnel in close proximity to avoid accidents.</li> </ul> <p><b>Holistic Outcome</b></p> <p>Broodmare care provision ensures and maximises growth and survival of foals.</p>	

<b>Industry:</b> Rural <b>Area of Competency :</b> Horse: Generic <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG3702HB A</b> Care for broodmares (continued)	
<b>B. EVIDENCE GUIDE</b> (continued)  <b><u>Underpinning knowledge and skills</u></b> <ul style="list-style-type: none"> <li>• A basic working knowledge of:           <ul style="list-style-type: none"> <li>- oestrus cycle in mares</li> <li>- anatomy and physiology of male and female reproductive systems in horses</li> <li>- nutritional requirements of mares</li> <li>- appropriate handling restraints</li> <li>- mare identification methods</li> <li>- easily recognised symptoms of parasitic infection or disease</li> <li>- weaning procedures</li> <li>- stud record keeping procedures</li> </ul> </li> <li>• The ability to:           <ul style="list-style-type: none"> <li>- utilise appropriate oestrus detection methods</li> <li>- supervise serving of mares and assist as appropriate</li> <li>- recognise disease, health or injury</li> <li>- humanely and safely handle broodmares</li> </ul> </li> </ul>	
<b>C. ASSESSMENT GUIDE</b>  Assessment of this unit is to be conducted in accordance with this Assessment Guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture.  <b><u>Authority managing and conducting assessment, and issuing qualifications</u></b> Authorised Registered Training Organisation (RTO)  <b><u>Special outcomes of assessment for purposes of licensing by a government or other authority</u></b> There are no licensing requirements for this unit.  <b><u>Interdependent assessment of units</u></b> Prerequisites: RUA AG2700HB A <i>Carry out daily horse routines</i> RUA AG2701HB A <i>Carry out regular horse observation</i>  <b><u>Qualifications of Assessor</u></b> 'Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment".  Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria'.  <b><u>Measures to ensure consistency in assessment</u></b> These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit.  <b><u>Where this unit is assessed</u></b> Assessment must be conducted in the actual workplace.  <b><u>Resources required beyond those normally found in a functional agricultural workplace</u></b> Normally occurring workplace resources including a selection of appropriate horses.	



<b>Industry:</b>	<b>Rural</b>
<b>Area of Competency :</b>	<b>Horse: Generic</b>
<b>Sector:</b>	<b>Horse Breeding Industry</b>
<b>RUA AG3702HB A</b> Care for broodmares (continued)	

**Utilisation of key competencies in the performance of this unit**

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

- ◇ **Communicating** - with stud personnel and mare owners
- ◇ **Collecting, analysing and organising information** - on mare histories and mating records
- ◇ **Planning and organising activities** - for mare care and maintenance
- ◇ **Working with teams and others** - to feed and observe broodmares
- ◇ **Using mathematical ideas and techniques** - to calculate feeding quantities and breeding cycles
- ◇ **Solving problems** - of disease incidents or poor conception rates
- ◇ **Using technology** - to monitor and record breeding performance details

<b>Industry:</b> Rural <b>Area of Competency :</b> Horse: Generic <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG3703HB A</b> Carry out mare mating procedures	
Element of Competency	Performance Criteria
3703.1 Identify ovulating mares	3703.1.1 Mares due for service are identified according to stud policy. 3703.1.2 Selected mare is caught and restrained for oestrus identification as instructed. 3703.1.3 Stud records are updated accurately either manually or electronically.
3703.2 Attend mares for service	3703.2.1 Mare is prepared for service routines in line with stud policy. 3703.2.2 Mare is restrained and foal secured in close proximity where appropriate. 3703.2.3 Mare is attended through the service process. 3703.2.4 Mare is returned to box or paddock as instructed by studmaster.
3703.3 Provide support for pregnancy testing procedures	3703.3.1 Mare is restrained as required for proposed procedure. 3703.3.2 Support is provided to stud master or veterinarian in manual or ultrasound pregnancy testing procedures.
<b>A. RANGE OF VARIABLES</b> <ul style="list-style-type: none"> <li>• Service identification of mares may include:               <ul style="list-style-type: none"> <li>- neck chains, hoof brands, other brands</li> </ul> </li> <li>• Oestrus identification methods may include:               <ul style="list-style-type: none"> <li>- follicle scans, use of teasers</li> </ul> </li> <li>• Follicle testing may be carried out :               <ul style="list-style-type: none"> <li>- once on the first cycle, every second day</li> </ul> </li> <li>• Follicle testing may be carried out through :               <ul style="list-style-type: none"> <li>- manual techniques, scanning equipment</li> </ul> </li> <li>• Pregnancy testing may be carried out :               <ul style="list-style-type: none"> <li>- manually at 36-40 days, using ultrasound at 14 days after service, using blood tests</li> </ul> </li> <li>• Mare preparation for service routines may include:               <ul style="list-style-type: none"> <li>- washing genital area, bacteriological examination by the veterinarian, application of serving hobbles/serving boots, fitting neck protectors, tail bandaging, twitch</li> </ul> </li> <li>• Restraint may include:               <ul style="list-style-type: none"> <li>- the use of mating crush, headstalls or halters, the use of a rearing bit</li> </ul> </li> <li>• Mating procedures for wet and dry mares may differ according to stud policy.</li> <li>• Stud policy may include:               <ul style="list-style-type: none"> <li>- ovulation detection procedures, separate mating of wet and dry mares, the use of teasers, the use of hormones, caslick of mares, the practice for dealing with returns to service</li> </ul> </li> <li>• Mares will generally be returned to owners once pregnancy is confirmed.</li> </ul>	

<b>Industry:</b> Rural <b>Area of Competency :</b> Horse: Generic <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG3703HB A</b> Carry out mare mating procedures (continued)	
<b>B. EVIDENCE GUIDE</b>  <b><u>Key Outcomes</u></b> <ul style="list-style-type: none"> <li>• Ovulating mares identified and caught and stud records kept accordingly</li> <li>• Mare cared for during the service process.</li> <li>• Mare attended and support provided to professionals during pregnancy testing procedures</li> </ul> <b><u>OHS issues that impact upon the performance of this unit</u></b> Relevant OHS hazards identification, risk assessment and risk control measures. These include: <ul style="list-style-type: none"> <li>• the issue of calm and positive actions at all times when handling horses is paramount in minimising the risk of kicks or bites from frightened or escaping animals.</li> <li>• manual handling Codes of Practice should be strictly observed.</li> <li>• kicks, bites and crushing from horses are a constant workplace hazard in this industry.</li> <li>• safe working practices also include the need to communicate proposed actions with horses to all personnel in close proximity to avoid accidents.</li> </ul> <b><u>Holistic Outcome</u></b> Well managed mating procedures maximise conception rates (and live foal outcomes).	
<b><u>Underpinning knowledge and skills</u></b> <ul style="list-style-type: none"> <li>• A basic working knowledge of:               <ul style="list-style-type: none"> <li>- oestrus cycle in mares</li> <li>- oestrus and dioestrus behaviour</li> <li>- anatomy and physiology of male and female reproductive systems in horses</li> <li>- nutritional requirements of mares</li> <li>- appropriate handling restraints</li> <li>- mare identification methods</li> <li>- easily recognised symptoms of parasitic infection or disease</li> <li>- weaning procedures</li> <li>- stud record keeping procedures</li> <li>- mare handling procedures</li> <li>- the requirements of veterinarians in carrying out pregnancy testing</li> </ul> </li> <li>• The ability to:               <ul style="list-style-type: none"> <li>- utilise appropriate oestrus detection methods</li> <li>- supervise serving of mares and assist as appropriate</li> <li>- recognise disease, health or injury</li> <li>- humanely and safely handle broodmares</li> </ul> </li> </ul>	

<b>Industry:</b>	<b>Rural</b>
<b>Area of Competency :</b>	<b>Horse: Generic</b>
<b>Sector:</b>	<b>Horse Breeding Industry</b>

**RUA AG3703HB A Carry out mare mating procedures (continued)**
**C. ASSESSMENT GUIDE**

Assessment of this unit is to be conducted in accordance with this Assessment Guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture.

**Authority managing and conducting assessment, and issuing qualifications**

Authorised Registered Training Organisation (RTO)

**Special outcomes of assessment for purposes of licensing by a government or other authority**

There are no licensing requirements for this unit.

**Interdependent assessment of units**

The assessment of this unit should be carried out in conjunction with units RUA AG3701HB A *Handle and care for stallions* and RUA AG3702HB A *Care for broodmares*.

**Qualifications of Assessor**

'Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment".

Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria'.

**Measures to ensure consistency in assessment**

These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit.

**Where this unit is assessed**

Assessment must be conducted in the actual workplace but the aspects of the collation and recording of relevant breeding information may be addressed in a training situation.

**Resources required beyond those normally found in a functional agricultural workplace**

Normally occurring workplace resources including suitable horses and mating records

**Utilisation of key competencies in the performance of this unit**

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

- ◇ **Communicating** - with the stud network and veterinarians as required
- ◇ **Collecting, analysing and organising information** - on service and mare breeding
- ◇ **Planning and organising activities** - for natural and artificial matings
- ◇ **Working with teams and others** - to complete efficient mating programs
- ◇ **Using mathematical ideas and techniques** - to calculate breeding cycles and gestation periods
- ◇ **Solving problems** - of poor conception or difficult matings
- ◇ **Using technology** - to facilitate pregnancy testing procedures

<b>Industry:</b> Rural <b>Area of Competency :</b> Horse: Generic <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG3704HB A</b> Care for mares at foaling	
Element of Competency	Performance Criteria
3704.1 Prepare mares for foaling	3704.1.1 Mares demonstrating imminent foaling signs are identified and moved to foaling area. 3704.1.2 All abortions are reported immediately to stud manager. 3704.1.3 Regular and critical observation of mares is scheduled and completed. 3704.1.4 Pre-foaling mare preparation procedures are carried out in line with stud policy.
3704.2 Provide foaling care	3704.2.1 Regular observations of mares are monitored and recorded. 3704.2.2 Birthing assistance is provided as required or professional assistance engaged. 3704.2.3 Programmed checks at birth are completed to ensure foal survival.
3704.3 Carry out post-foaling procedures	3704.3.1 Mare milk supply is checked and foal observed to confirm suckling process 3704.3.2 Mare is checked to ensure total expulsion of afterbirth and veterinary assistance called as required. 3704.3.3 Post-foaling husbandry procedures are completed. 3704.3.4 Appropriate stud records are completed.
<b>A. RANGE OF VARIABLES</b> <ul style="list-style-type: none"> <li>Imminent foaling signs may include:               <ul style="list-style-type: none"> <li>udder full and hard, waxing of teats, running milk, unusual restlessness, relaxed muscles and ligaments under tail, flaccid vulva, "water" bursts, amnion bag appears</li> </ul> </li> <li>Pre-foaling preparation procedures may include :               <ul style="list-style-type: none"> <li>application of tail bandaging, monitoring of contractions, washing of genital area, vaccinations, assembly of equipment and hygiene maintenance preparations</li> </ul> </li> <li>Birthing assistance may include:               <ul style="list-style-type: none"> <li>manual extraction of foal, identifying presentation and repositioning foal as necessary, assisting veterinarian in completion of a caesarean section</li> </ul> </li> <li>Programmed checks may include:               <ul style="list-style-type: none"> <li>respiration, temperature, passing of meconium, obvious deformities, umbilical cord stump, clearance from afterbirth, conformation and soundness</li> </ul> </li> <li>Post-foaling husbandry procedures may include :               <ul style="list-style-type: none"> <li>breaking and removing membranes to ensure foal can breathe and stand, provision of feed and water for the mare, administration of prescribed medication, application of sutures, etc. by attending veterinarian , providing assistance to the foal to suckle, care of the umbilical cord</li> </ul> </li> <li>Stud records may include:               <ul style="list-style-type: none"> <li>foaling dates, mare identification, stallion identification, pedigrees, stud book entries</li> </ul> </li> </ul>	

<b>Industry:</b> Rural <b>Area of Competency :</b> Horse: Generic <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG3704HB A</b> Care for mares at foaling (continued)	
<b>B. EVIDENCE GUIDE</b>  <b><u>Key Outcomes</u></b> <ul style="list-style-type: none"> <li>• Mares close to foaling identified and moved to primary care areas</li> <li>• Pre-foaling preparations completed</li> <li>• Total care provided at foaling for mare and foal</li> <li>• Post-foaling procedures reflect industry best practice</li> </ul> <b><u>OHS issues that impact upon the performance of this unit</u></b> Relevant OHS hazards identification, risk assessment and risk control measures. These include: <ul style="list-style-type: none"> <li>• safe work systems and procedures to reduce kicks, bites and crushing injuries from horses. this will include using calm and positive actions to avoid alarming stock.</li> <li>• safe manual handling systems and procedures</li> <li>• safe systems and procedures in preventing zoonotic infection from injured/sick mares during and after birth</li> <li>• clear communication between workers, especially when working together within a close proximity</li> <li>• safe systems and procedures for outdoor work, including protection from solar radiation</li> <li>• selection, use and maintenance of relevant personal protective clothing and equipment</li> </ul> <b><u>Holistic Outcome</u></b> Mare and foal survival is maximised.  <b><u>Underpinning knowledge and skills</u></b> <ul style="list-style-type: none"> <li>• A basic working knowledge of:               <ul style="list-style-type: none"> <li>- clinical signs of imminent foaling</li> <li>- feed and water requirements for broodmares</li> <li>- when assistance is required or non-intervention strategies should be observed</li> <li>- the birth process and the anatomy of the unborn foal</li> <li>- the physiological reproductive system of the mare</li> <li>- caslick operation/procedure</li> </ul> </li> <li>• The ability to:               <ul style="list-style-type: none"> <li>- recognise foaling difficulties</li> <li>- identify signs of imminent foaling</li> <li>- assess condition of mares and develop appropriate feeding strategies</li> </ul> </li> <li>• A demonstrated empathy with mares and foals is required in the performance of this unit.</li> </ul>	
<b>C. ASSESSMENT GUIDE</b>  Assessment of this unit is to be conducted in accordance with this Assessment Guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture.  <b><u>Authority managing and conducting assessment, and issuing qualifications</u></b> Authorised Registered Training Organisation (RTO)  <b><u>Special outcomes of assessment for purposes of licensing by a government or other authority</u></b> There are no licensing requirements for this unit.  <b><u>Interdependent assessment of units</u></b> This unit can be assessed independently.	

<b>Industry:</b> Rural <b>Area of Competency :</b> Horse: Generic <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG3704HB A</b> Care for mares at foaling (continued)	
<b>C. ASSESSMENT GUIDE</b> (continued)	
<b><u>Qualifications of Assessor</u></b> 'Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment".  Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria'.	
<b><u>Measures to ensure consistency in assessment</u></b> These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit.	
<b><u>Where this unit is assessed</u></b> Assessment must be conducted in the actual workplace and will be provided through observation of the individual and the recording of their achievements.	
<b><u>Resources required beyond those normally found in a functional agricultural workplace</u></b> Normally occurring workplace resources including a selection of appropriate horses	

**Utilisation of key competencies in the performance of this unit**

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>

- ◇ **Communicating** - with veterinarians and other stud personnel
- ◇ **Collecting, analysing and organising information** - on individual mare requirements
- ◇ **Planning and organising activities** - for continual observation and programmed treatments
- ◇ **Working with teams and others** - to achieve successful foalings
- ◇ **Using mathematical ideas and techniques** - to calculate volume and quantity
- ◇ **Solving problems** - of difficult foalings or breach births
- ◇ **Using technology** - to measure vital signs and calculate

<b>Industry:</b> Rural <b>Area of Competency :</b> Horse: Generic <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG3705HB A</b> Carry out basic hoof care procedures and dentition	
<b>Element of Competency</b>	<b>Performance Criteria</b>
3705.1 Use basic farriery tools	3705.1.1 Basic farriery tools are selected for appropriate use. 3705.1.2 Horse's legs are picked up and hooves picked and cleaned according to set leg routines. 3705.1.3 Legs are held and the hoof presented to allow treatment to be carried out efficiently and safely. 3705.1.4 Basic hoof care is provided in line with stud policy.
3705.2 Replace dislodged and loose shoes.	3705.2.1 Loose shoe is removed and straightened if required. 3705.2.2 Loose shoes are tightened by renailing or application of extra nails. 3705.2.3 Cast shoe is reapplied taking care to avoid injury to the animal and all nails clinched. 3705.2.4 Farrier assistance is called where hoof trimming or shoe shaping is required.
3705.3 Inspect horse's teeth	3705.3.1 Horse's teeth are examined for sharp edges or protrusions and filed to achieve maximum comfort for the animal. 3705.3.2 Teeth or mouth injury requiring treatment by specialist professionals or veterinarian is notified to the stable foreman or trainer. 3705.3.3 Professional assistance is engaged in line with stud policy.
<b>A. RANGE OF VARIABLES</b> <ul style="list-style-type: none"> <li>Basic farriery tools include:               <ul style="list-style-type: none"> <li>hoofpicks, paring knife, farrier's hammer, anvil, clinching pliers, horseshoe nails</li> </ul> </li> <li>Normally mares arriving at stud would have their shoes removed prior to arrival.</li> <li>Apart from dentition maintenance all other dental work will be carried out by veterinarian or professional horse dentist.</li> <li>Hoof care, in particular for young horses will require regular attention to minimise hoof damage through cracking, cuts or abrasions.</li> <li>Hoof care may include the application of hoof preparations.</li> </ul>	
<b>B. EVIDENCE GUIDE</b> <p><b>Key Outcomes</b></p> <ul style="list-style-type: none"> <li>Basic farriery tools used to complete routine hoof care</li> <li>Shoes removed and farrier assistance called if required</li> <li>Routine dentition completed as required</li> </ul> <p><b>OHS issues that impact upon the performance of this unit</b></p> <p>Relevant OHS hazards identification, risk assessment and risk control measures. These include:</p> <ul style="list-style-type: none"> <li>safe work systems and procedures to reduce kicks, bites and crushing injuries from horses. this will include using calm and positive actions to avoid alarming stock</li> <li>safe manual handling systems and procedures</li> <li>safe horse restraining procedures used while working on horses</li> <li>clear communication between workers, especially when working together within a close proximity</li> </ul>	



<b>Industry:</b> Rural <b>Area of Competency :</b> Horse: Generic <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG3705HB A</b> Carry out basic hoof care procedures and dentition (continued)	
<b>B. EVIDENCE GUIDE</b> (continued)  <u><b>Holistic Outcome</b></u> Horse hooves and dentition maintained in premium condition.  <u><b>Underpinning knowledge and skills</b></u> <ul style="list-style-type: none"> <li>• A basic working knowledge of:             <ul style="list-style-type: none"> <li>- the structure of the hoof and associated problems</li> <li>- hoof care and shoeing procedures</li> <li>- horse dentition</li> <li>- hoof injury</li> <li>- dental abnormalities and their effect on horse health</li> </ul> </li> <li>• The ability to:             <ul style="list-style-type: none"> <li>- handle horses of all classes for hoof procedures</li> <li>- safely apply dental aids to horses mouths</li> </ul> </li> <li>• Competency in this area is only intended to augment the work of professional farriers and not replace it. Competence is only required in the maintenance of horse's hooves and shoes.</li> <li>• (A farrier is called in any situation where there is hoof trimming or shoe shaping required.)</li> </ul>	
<b>C. ASSESSMENT GUIDE</b>  Assessment of this unit is to be conducted in accordance with this Assessment Guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture.  <u><b>Authority managing and conducting assessment, and issuing qualifications</b></u> Authorised Registered Training Organisation (RTO)  <u><b>Special outcomes of assessment for purposes of licensing by a government or other authority</b></u> There are no licensing requirements for this unit.  <u><b>Interdependent assessment of units</b></u> This unit can be assessed independently.  <u><b>Qualifications of Assessor</b></u> 'Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment".  Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria'.	

<b>Industry:</b>	<b>Rural</b>
<b>Area of Competency :</b>	<b>Horse: Generic</b>
<b>Sector:</b>	<b>Horse Breeding Industry</b>

**RUA AG3705HB A** Carry out basic hoof care procedures and dentition (continued)

**C. ASSESSMENT GUIDE** (continued)

**Measures to ensure consistency in assessment**

These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit.

**Where this unit is assessed**

Competency will be assessed in the workplace over a range of classes of horse.

**Resources required beyond those normally found in a functional agricultural workplace**

A range of suitable horses for various classes together with appropriate tools and equipment.

**Utilisation of key competencies in the performance of this unit**

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
<b>1</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>1</b>

- ◇ **Communicating** - with farriers and dental professionals
- ◇ **Collecting, analysing and organising information** - on treatment timetables and treatment regimes
- ◇ **Planning and organising activities** - of stud personnel and contractors
- ◇ **Working with teams and others** - to achieve overall stud goals
- ◇ **Using mathematical ideas and techniques** - to estimate age and treatment intervals
- ◇ **Solving problems** - of hoof or mouth injury
- ◇ **Using technology** - to calculate and communicate

<b>Industry:</b> Rural <b>Area of Competency :</b> Horse: Generic <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG3706HB A</b> Practise responsible usage of prescribed medication	
Element of Competency	Performance Criteria
3706.1 Use medication in line with recognised efficacy and legislative requirements	3706.1.1 Administration of medication in the treatment of infection, disease or injury is carried out in the full cognisance of relevant regulations and veterinary drug legislative requirements. 3706.1.2 Prescribed medication usage in the treatment of infection, disease or injury is in line with the dose rate/limits prescribed. 3706.1.3 Prescribed medication usage in the treatment of infection, disease or injury is recorded and notified as required by regulations. 3706.1.4 Syringes, needles and other vet medicine containers are placed in allocated disposal containers with tips removed from needles prior to disposal.
<b>A. RANGE OF VARIABLES</b> <ul style="list-style-type: none"> <li>Administration of prescribed medicines will be in line with Schedule 4 of the Poisons Act in the various states</li> <li>Administration of medication to horses under prescription from a veterinarian may be through:           <ul style="list-style-type: none"> <li>nasal drench, oral drench, paste, intravenous injection, intramuscular injection, topical application but must be in line with the Veterinary Surgeons Act in each state.</li> </ul> </li> </ul>	
<b>B. EVIDENCE GUIDE</b> <p><b>Key Outcomes</b></p> <ul style="list-style-type: none"> <li>Professional veterinary or pharmaceutical support engaged to prescribe and administer medication as required</li> <li>Treatments administered strictly in compliance with veterinary advice, instruction and relevant regulations</li> </ul> <p><b>OHS issues that impact upon the performance of this unit</b>            Relevant OHS hazards identification, risk assessment and risk control measures. These include:</p> <ul style="list-style-type: none"> <li>safe work systems and procedures to reduce kicks, bites and crushing injuries from horses. this will include using calm and positive actions to avoid alarming stock</li> <li>safe manual handling systems and procedures</li> <li>safe horse restraining procedures used while working on horses</li> <li>safe systems and procedures for handling veterinary products, including vaccines, needles and syringes</li> <li>clear communication between workers, especially when working together within a close proximity</li> <li>safe systems and procedures for outdoor work, including protection from solar radiation</li> <li>selection, use and maintenance of relevant personal protective clothing and equipment</li> </ul> <p><b>Holistic Outcome</b>            Prescribed medication is safely and humanely utilised at all times.</p>	

<b>Industry:</b>	<b>Rural</b>
<b>Area of Competency :</b>	<b>Horse: Generic</b>
<b>Sector:</b>	<b>Horse Breeding Industry</b>

**RUA AG3706HB A Practise responsible usage of prescribed medication (continued)**
**B. EVIDENCE GUIDE (continued)**
**Underpinning knowledge and skills**

- A basic working knowledge of:
  - the consequence of administering prescribed medication to horses
  - routine methods of administering prescribed medication to horses
  - horse First Aid procedures and the limits to which they should be applied by personnel at all levels until professional help is available
  - sources of advice with regard to veterinary medicines
  - stud policy with regard to prescribed medication
- The ability to:
  - provide support to animal health professionals as required
  - critically observe horse condition and health and accurately record and report observations
  - complete specified protocols with regard to prescribed medication
- It is the responsibility of the stud manager or trainer to ensure that any drugs used in the working stud or stable are only used in accordance with instruction from the veterinarian, only used in the treatment of injury, infection or disease and that all relevant authorities are notified as required when they are used.
- It is a requirement, by legislation in some states, that all needles have their points removed prior to disposal and that a "sharps" bin be placed in all stables.
- All industry personnel need at any early time in their career to acquire a knowledge of the relevant rules and regulations.
- There is also a requirement that the use of veterinary medicines, including their storage, use and control is carefully carried out - competence is achieved only when such safe use is practised.

**C. ASSESSMENT GUIDE**

Assessment of this unit is to be conducted in accordance with this Assessment Guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture.

**Authority managing and conducting assessment, and issuing qualifications**

Authorised Registered Training Organisation (RTO)

**Special outcomes of assessment for purposes of licensing by a government or other authority**

The use of prescribed medication may only be carried out in line with the provisions of state government legislation and in accordance with the instructions of a registered veterinary surgeon.

**Interdependent assessment of units**

This unit can be assessed independently.

**Qualifications of Assessor**

'Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment".'

Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria'.

**Measures to ensure consistency in assessment**

These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit.

<b>Industry:</b> Rural <b>Area of Competency :</b> Horse: Generic <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG3706HB A</b> Practise responsible usage of prescribed medication (continued)	
<b>C. ASSESSMENT GUIDE</b> (continued)  <u><b>Where this unit is assessed</b></u> Competency will be assessed in the actual workplace.  <u><b>Resources required beyond those normally found in a functional agricultural workplace</b></u> There are no additional resources required for assessment of this unit.	

**Utilisation of key competencies in the performance of this unit**

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

- ◇ **Communicating** - with veterinarians and the stud breeding network
- ◇ **Collecting, analysing and organising information** - on veterinary recommendations and horse histories.
- ◇ **Planning and organising activities** - for animal treatment.
- ◇ **Working with teams and others** - to achieve stud goals.
- ◇ **Using mathematical ideas and techniques** - to calculate weights and dosages.
- ◇ **Solving problems** - of animal health.
- ◇ **Using technology** - to administer medication and to monitor health.

# LEVEL

# 4

<b>Industry: Rural</b> <b>Area of Competency : Generic: Farm Safety</b> <b>Sector: Horse Breeding Industry</b>		<b>For individuals with managerial responsibilities, as owner or employer of a large agricultural or horticultural enterprise.</b>
<b>RUA AG4021OH A</b> Establish and maintain the enterprise occupational health and safety program		
<b>Element of Competency</b>	<b>Performance Criteria</b>	
4021.1 Establish and maintain farm OHS plans and programs	4021.1.1 An OHS business plan and program is developed for the farm and in consultation with the owner or manager. 4021.1.2 Occupational health and safety responsibilities for the farm are clearly defined and included in the duties of all farm workers. 4021.1.3 Financial and human resources are made available to implement the farm OHS program in a timely and consistent manner.	
4021.2 Establish and maintain arrangements to ensure the involvement of all workers in the management of OHS	4021.2.1 Arrangements which allow and encourage farm workers at all levels to have input into OHS issues is developed. 4021.2.2 Issues raised through involvement and consultation with farm workers are addressed promptly.	
4021.3 Establish and maintain procedures for identifying occupational health and safety hazards, assessing risk and maintaining the most appropriate control measures	4021.3.1 Existing and potential OHS hazards are correctly identified and confirmed in accordance with good OHS practice in agriculture, and with relevant OHS legislation and Codes of Practice. 4021.3.2 Risks associated with identified hazards are assessed in accordance with safe work practice in agriculture, with information derived from farm OHS records and industry wide information, and with relevant OHS legislation and Codes of Practice. 4021.3.3 Work processes and procedures are designed to reduce exposure to, or eliminate hazards, or to substitute less hazardous processes for hazards. 4021.3.4 Systems are designed to reduce risk and administrative arrangements to ensure safe OHS work practice are put in place where elimination of a hazard is not possible. 4021.3.5 Where measures to effectively control a risk are not immediately practicable, short term solutions are implemented until a more effective measure can be put in place. 4021.3.6 Suitable procedures to implement and monitor ongoing OHS risk management are adopted on the farm. 4021.3.7 Work practice on farms is adequately monitored to ensure compliance with safety procedures. 4021.3.8 Effective OHS risk management measures are set in place in during the modification of the farm structures, machinery and work processes. 4021.3.9 A process of ongoing hazard identification and risk assessment and review of effectiveness of control programs is developed and integrated into farm management arrangements.	

<b>Industry:</b> Rural <b>Area of Competency :</b> Generic: Farm Safety <b>Sector:</b> Horse Breeding Industry	<b>For individuals with managerial responsibilities, as owner or employer of a large agricultural or horticultural enterprise.</b>
<b>RUA AG4021OH A</b> Establish and maintain the enterprise occupational health and safety program (continued)	
Element of Competency	Performance Criteria
4021.4 Establish and maintain procedures for dealing with OHS emergencies on the farm	4021.4.1 Potential emergencies posing risk to health and safety of persons associated with work on the farm are identified. 4021.4.2 Procedures to control the level of risk associated with hazardous events are developed in consultation with appropriate emergency services. 4021.4.3 Appropriate information and training is provided to farm workers to enable implementation of correct emergency procedures. 4021.4.4 Adequate numbers of workers are trained in First Aid to ensure that the principles of First Aid are applied to preserve life and minimise injury.
4021.5 Establish and maintain an OHS safety induction and training program	4021.5.1 An OHS induction and training program is developed as part of the workers general training program to meet the occupational health and safety needs of all farm workers and supervisors. 4021.5.2 Records of: <ul style="list-style-type: none"> <li>- OHS audits and inspections</li> <li>- action taken to control OHS risk</li> <li>- OHS induction and training of workers</li> <li>- registers of hazardous substances, including pesticides</li> <li>- workers use of hazardous substances and health surveillance results</li> <li>- workers occupational injury and illness</li> <li>- MSDS of hazardous substances</li> <li>- other relevant records are maintained and used to evaluate effectiveness of the farm OHS program</li> </ul>
<b>A. RANGE OF VARIABLES</b>  <b><i>The term “farm” is used to denote an agricultural or horticultural property, enterprise or workplace</i></b> <ul style="list-style-type: none"> <li>• Establishing and maintaining the farm's OHS program will ensure that the farm is as far as is practicable, safe and without risks to the health of those who work live or visit the farm workplace.</li> <li>• This OHS competency involves management of the application of agricultural health and safety principles, relevant OHS health and safety legislation and Codes of Practice in each state, including the duties and responsibilities of all parties.</li> <li>• It involves:             <ul style="list-style-type: none"> <li>- general duty of care, regulations and Codes of Practice including those relating to plant, hazardous substances, manual handling and noise, maintenance of records of occupational injury and disease, provision of information and training, occupational health and safety committees in larger agricultural/horticultural enterprises, issue resolution</li> <li>• The hierarchy of risk control is defined for Rural OHS generic competencies AQF 3 and 4 also pertains to:                 <ul style="list-style-type: none"> <li>- hazards in the workplace, hazards for which protective clothing or equipment is required, hazardous manual handling tasks, risks associated with animals, risks associated with bystanders, levels of health and fitness, OHS emergencies on rural workplaces</li> </ul> </li> <li>• Procedures for dealing with OHS emergencies on farms include provision of clear directions to the location of the emergency using relevant national, state and local references</li> </ul> </li> </ul>	



<b>Industry:</b> Rural <b>Area of Competency :</b> Generic: Farm Safety <b>Sector:</b> Horse Breeding Industry	<b>For individuals with managerial responsibilities, as owner or employer of a large agricultural or horticultural enterprise.</b>
<b>RUA AG4021OH A</b> Establish and maintain the enterprise occupational health and safety program (continued)	
<b>A. RANGE OF VARIABLES</b> (continued) <ul style="list-style-type: none"> <li>• Adequate numbers of workers must have completed a recognised First Aid training, and maintained skill levels to ensure that injured workers receive effective first aid while awaiting medical attention.</li> <li>• Monitoring of activities may include review of:             <ul style="list-style-type: none"> <li>- written reports, performance appraisal of workers, auditing and review of procedures</li> </ul> </li> <li>• "Farm workers" include:             <ul style="list-style-type: none"> <li>- permanently employed farm hands and workers, casual workers, seasonal workers, contract workers, people resident on or visiting the farm</li> </ul> </li> </ul>	
<b>B. EVIDENCE GUIDE</b> <b>Key Outcomes</b> <ul style="list-style-type: none"> <li>• A farm OHS business plan which results in safe completion of work tasks by workers on the farm</li> <li>• The safety of all persons on the farm</li> </ul> <b>OHS issues impacting upon the performance of this unit</b> OHS risk management is the basis of this unit.  <b>Holistic Outcome</b> OHS risk is minimised in the operation of a farm workplace.  <b>Underpinning knowledge and skills</b> <ul style="list-style-type: none"> <li>• A knowledge of the following should be evident:             <ul style="list-style-type: none"> <li>- significant hazards in the rural workplace</li> <li>- all relevant OHS legislation and Codes of Practice, consistent with the elements of competence the hierarchy of OHS risk control and its implementation for hazards in agriculture and horticulture</li> <li>- literacy levels and communication skills of farm workers, including seasonal workers</li> <li>- suitable communication techniques</li> </ul> </li> <li>• The ability to:             <ul style="list-style-type: none"> <li>- demonstrate a mature approach to the daily application of safe working procedures</li> </ul> </li> </ul>	
<b>C. ASSESSMENT GUIDE</b>  Assessment of this unit is to be conducted in accordance with this Assessment Guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture.  <b>Authority managing and conducting assessment, and issuing qualifications</b> Authorised Registered Training Organisation (RTO)  <b>Special outcomes of assessment for purposes of licensing by a government or other authority</b> Demonstrated competence in the elements of this unit is essential to ensure compliance with relevant OHS legislation and associated regulations.  <b>Interdependent assessment of units</b> This unit can be assessed independently.	

<b>Industry:</b> Rural <b>Area of Competency :</b> Generic: Farm Safety <b>Sector:</b> Horse Breeding Industry	<b>For individuals with managerial responsibilities, as owner or employer of a large agricultural or horticultural enterprise.</b>
<b>RUA AG4021OH A</b> Establish and maintain the enterprise occupational health and safety program (continued)	
<b>C. ASSESSMENT GUIDE</b> (continued)	
<b>Qualifications of Assessor</b> 'Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment".	
Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria'.	
<b>Measures to ensure consistency in assessment</b> These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit.	
<b>Where this unit is assessed</b> Competency is to be demonstrated in an agricultural workplace or in a situation which reproduces agricultural workplace conditions.	
<b>Resources required beyond those normally found in a functional agricultural workplace</b> There are no additional resources required for assessment of this unit.	

**Utilisation of key competencies in the performance of this unit**

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

- ◇ **Communicating** - with workers and supervisors on the property, with industry advisers and the overall industry networks
- ◇ **Collecting, analysing and organising information** - on hazard audits on the farm, on industry information and implementing relevant farm procedures
- ◇ **Planning and organising activities** - to implement farm business plan
- ◇ **Working with teams and others** - to implement farm safety procedures, programs and training activities
- ◇ **Using mathematical ideas and techniques** - to calculate costs, set priorities develop OHS business plan
- ◇ **Solving problems** - in determining best possible options, set priorities and overcome difficulties to reduce injury risk
- ◇ **Using technology** - to communicate and record OHS activities

<b>Industry:</b> Rural <b>Area of Competency :</b> Generic: Training & Assessment <b>Sector:</b> Horse Breeding Industry		<i>Training does not necessarily mean formal, structured or private provider training and may only consist of structured, informal or unstructured training in workplace routines</i>
<b>RUA AG4202BM A</b> Deliver and evaluate training (Category 1 Workplace Trainer)		
<b>Element of Competency</b>		<b>Performance Criteria</b>
4202.1 Confirm the need for training	4202.1.1	The specified training need is identified or advised by appropriate personnel.
	4202.1.2	The specific training need is confirmed with appropriate personnel.
	4202.1.3	The training objectives reflect the specific training need.
4202.2 Plan and document training session	4202.2.1	Training outcomes are clearly stated.
	4202.2.2	Steps in the training session follow a logical sequence.
	4202.2.3	The training method(s) selected are appropriate for: <ul style="list-style-type: none"> <li>- the training outcomes</li> <li>- trainee characteristics</li> <li>- availability of equipment and resources</li> </ul>
	4202.2.4	Plans for practice by trainees are made.
	4202.2.5	Evidence required for assessment and how it will be collected is stated.
4202.3 Arrange location and resources	4202.3.1	Resources required for training are identified and approved by appropriate personnel.
	4202.3.2	Suitable locations for training are arranged.
	4202.3.3	The equipment, tools and other resources required are organised to be available when needed.
	4202.3.4	Arrangements are made with any people who are required to help in the training session or in the follow-up to the training session.
	4202.3.5	The training environment arranged is safe and accessible.
4202.4 Notify trainees	4202.4.1	Trainees are notified of the time and place of the training.
	4202.4.2	Supervisors of trainees are notified of the time and place of the training and of any other requirements for the training session.
	4202.4.3	The purpose of the training is notified to all involved.
4202.5 Instruct trainees	4202.5.1	A systematic approach is taken to instruction, taking into account: <ul style="list-style-type: none"> <li>- explanation</li> <li>- demonstration</li> <li>- review</li> <li>- trainee explanation</li> <li>- trainee demonstration</li> <li>- feedback.</li> </ul>
	4202.5.2	Instruction process is revised and modified as necessary to meet the learning needs of trainees.
	4202.5.3	Trainees are encouraged by positive comments from the trainer.

<b>Industry:</b> Rural <b>Area of Competency :</b> Generic: Training & Assessment <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG4202BM A</b> Deliver and evaluate training (Category 1 Workplace Trainer)	
<b>Element of Competency</b>	<b>Performance Criteria</b>
4202.5 Instruct trainees (continued)	4202.5.4 Feedback during instruction is designed to help trainees learn from their mistakes. 4202.4.5 Trainees are encouraged and guided to evaluate their own performance and assess it for improvement.
4202.6 Provide opportunities for practice	4202.6.1 Opportunities for practice are provided according to the specific learning situation and the training objectives. 4202.6.2 Constructive feedback and reinforcement are provided during practice. 4202.6.3 Readiness of trainees for assessment is monitored.
4202.7 Confirm trainee has reached required standard of performance	4202.7.1 Evidence of satisfactory performance by the trainee is collected in accordance with the training session plan. 4202.7.2 The trainee is advised that he/she has reached the required standard of performance. 4202.7.3 Other appropriate personnel are advised that the trainee has reached the required standard of performance.
4202.8 Evaluate training session	4202.8.1 Trainees are encouraged to raise problems or difficulties with any aspect of the training session. 4202.8.2 Trainees are asked to discuss their ability to apply the learning outcomes. 4202.8.3 Reaction of trainees to the training session is sought. 4202.8.4 Review comments are summarised. 4202.8.5 The results of the evaluation are used to guide further training.
4202.9 Record training	4202.9.1 The details of the trainees who have completed the training are accurately recorded according to the organisation's requirements. 4202.9.2 Other records as required by legislation or agreement are kept. 4202.9.3 Records are released to authorised personnel only. 4202.9.4 Records are securely stored.
4202.10 Provide information on training	4202.10.1 Information on training proposed, in hand or completed, is provided to management as required. 4202.10.2 Information on proposed training is provided to prospective trainees on request. 4202.10.3 Information on appropriate, available training is provided to employees on request.

<b>Industry:</b> Rural <b>Area of Competency :</b> Generic: Training & Assessment <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG4202BM A</b> Deliver and evaluate training (Category 1 Workplace Trainer) (continued)	
<b>A. RANGE OF VARIABLES</b> <ul style="list-style-type: none"> <li>Enterprise environment may range from a small agribusiness without formal management structured or formal training systems to an agribusiness of size to have an organisation structure, and structured enterprise training</li> <li>Trainers provide training in the workplace, but not as a major part of their job. Training may be provided:           <ul style="list-style-type: none"> <li>infrequently or regularly, in a structured training context as part of a training program, as well as informal training within the enterprise requirements, on use of particular piece of equipment, basic cleaning and field procedures, training materials developed by others are used as appropriate, or basic materials may be developed for enterprise training</li> </ul> </li> <li>Documentation procedures follow enterprise requirements. Minimum documentation may comprise:           <ul style="list-style-type: none"> <li>lists of personnel trained in competencies, information for instructor use only</li> </ul> </li> <li>Trainee group size may include:           <ul style="list-style-type: none"> <li>one-to-one instruction, on-farm in smaller agribusinesses or more formally on or off-the-job in larger agribusinesses, sometimes small group</li> </ul> </li> <li>Explanations may include:           <ul style="list-style-type: none"> <li>safe work practices, quality assurance procedures, basic operating principles, components of equipment/system</li> </ul> </li> <li>Presentations and training methods:           <ul style="list-style-type: none"> <li>step by step demonstration of practical skills and explanation, application of knowledge to practical agribusiness activities</li> </ul> </li> <li>All procedures must contain safe work practices according to industry applications spelt out eg. in Rural Industry Workers Guide, Rural Industry Employers Guide, Farm Safe</li> </ul>	
<b>B. EVIDENCE GUIDE</b> <p><b><u>Key Outcomes</u></b>            Staff are trained to the standard required, capable of performing all duties to enterprise standards without supervision.</p> <p><b><u>OHS issues that impact upon the performance of this unit</u></b>            Relevant OHS hazards identification, risk assessment and risk control measures. These include:</p> <ul style="list-style-type: none"> <li>Induction of new workers in OHS roles and responsibilities</li> <li>The enterprise OHS risk management programs</li> </ul> <p><b><u>Holistic Outcome</u></b>            Staff training is an on-going aspect of employment and supervision where old skills are improved and new skills developed in an environment that encourages learning and skilling of all staff.</p> <p><b><u>Underpinning knowledge and skills</u></b></p> <ul style="list-style-type: none"> <li>A basic working knowledge of:           <ul style="list-style-type: none"> <li>possible training locations with the workplace</li> <li>relevant safety and health standards to be observed</li> <li>organisation's record keeping arrangements and security and access procedures</li> <li>training procedures and processes</li> </ul> </li> <li>The ability to:           <ul style="list-style-type: none"> <li>explain specific training needs and how they were determined</li> <li>prepare an outline of the training session, preferably in writing</li> <li>apply training methods selected</li> <li>recognise trainee characteristics, eg. language and literacy/numeracy skills, cultural background, previous experience, that may affect learning</li> <li>provide evidence that trainees and their supervisor know about training arrangements made</li> </ul> </li> </ul>	

<b>Industry:</b>	<b>Rural</b>
<b>Area of Competency:</b>	<b>Generic: Training and Assessment</b>
<b>Sector:</b>	<b>Horse Breeding Industry</b>

**RUA AG4202BM A** Deliver and evaluate training (Category 1 Workplace Trainer) (continued)

### C. ASSESSMENT GUIDE

Assessment of this unit is to be conducted in accordance with this Assessment Guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture.

#### **Authority managing and conducting assessment, and issuing qualifications**

Authorised Registered Training Organisation (RTO)

#### **Special outcomes of assessment for purposes of licensing by a government or other authority**

There are no licensing requirements for this unit.

#### **Interdependent assessment of units**

This unit can be assessed independently.

#### **Qualifications of Assessor**

'Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment".'

Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria'.

#### **Measures to ensure consistency in assessment**

These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit.

#### **Where this unit is assessed**

Competency is to be demonstrated in an agricultural workplace or in a situation which reproduces agricultural workplace conditions.

#### **Resources required beyond those normally found in a functional agricultural workplace**

- In the workplace ) white boards, flip charts, transparencies and other training
- Training venues ) materials and equipment
- Copies of the relevant competency standards

### **Utilisation of key competencies in the performance of this unit**

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>2</b>

- ◇ **Communicating** - with trainees, before, during and after each training session
- ◇ **Collecting, analysing and organising information** - about training needs, services available
- ◇ **Planning and organising activities** - training schedules and programs
- ◇ **Working with others and in teams** - staff, training procedures
- ◇ **Using mathematical ideas and techniques** - may be required for some units being taught
- ◇ **Solving problems** - training process, trainee difficulties, training providers off-jobs
- ◇ **Using technology** - overhead projector, tape recorder, VCR, computers for some tasks

<b>Industry:</b> Rural <b>Area of Competency :</b> Generic: Management <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG4204BM A</b> Operate within budget framework	
Element of Competency	Performance Criteria
4204.1 Participate in formulation of budget	4204.1.1 Budget consultation is followed. 4204.1.2 Budget variations are requested.
4204.2 Supervise financial transactions	4204.2.1 Expenditure is arranged within budget delegations. 4204.2.2 Expenditure is recorded to enterprise requirements. 4204.2.3 Enterprise budget and financial reports are checked. 4204.2.4 Expenditure is adjusted to meet financial targets.
<b>A. RANGE OF VARIABLES</b>  <ul style="list-style-type: none"> <li>Budget elements may include:               <ul style="list-style-type: none"> <li>projected expenditure by item, projected income by source, cash flow budgets, budget delegations, variation and review procedures, credit and credit limits, security measures, reporting mechanisms, assets and liabilities</li> </ul> </li> <li>Comparisons between planned and actual performance comprise actual budget cash flow and planned cash flow and similar statements from previous planning periods</li> <li>Records may be paper based or use EDP devices</li> </ul>	
<b>B. EVIDENCE GUIDE</b>  <b><u>Key Outcomes</u></b> Supervisors and overseers can operate with clear guidelines for providing input to budgetary processes and with delegations for spending, in situations where financial control may be exercised in a location separate from the property.  <b><u>OHS issues that impact upon the performance of this unit</u></b> Ergonomic principles.  <b><u>Holistic Outcome</u></b> People responsible for supervising day to day operations who report to management can take part in budgetary procedures and purchase inputs and services knowing the amounts delegated for each item and reporting appropriately to management.  <b><u>Underpinning knowledge and skills</u></b> <ul style="list-style-type: none"> <li>A basic working knowledge of:               <ul style="list-style-type: none"> <li>costing mechanisms</li> <li>forecasting mechanisms</li> <li>farm book keeping conventions</li> <li>banking routines and conventions</li> <li>recording systems</li> <li>features of a sound budget</li> <li>finance systems</li> </ul> </li> <li>The ability to:               <ul style="list-style-type: none"> <li>observe and measure results</li> <li>make analysis and decision</li> <li>negotiate budget framework</li> <li>record and report</li> </ul> </li> </ul>	

<b>Industry:</b>	<b>Rural</b>
<b>Area of Competency :</b>	<b>Generic: Management</b>
<b>Sector:</b>	<b>Horse Breeding Industry</b>

**RUA AG4204BM A** Operate within financial budget framework (continued)

### C. ASSESSMENT GUIDE

Assessment of this unit is to be conducted in accordance with this Assessment Guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture.

#### **Authority managing and conducting assessment, and issuing qualifications**

Authorised Registered Training Organisation (RTO)

#### **Special outcomes of assessment for purposes of licensing by a government or other authority**

There are no licensing requirements for this unit.

#### **Interdependent assessment of units**

This unit can be assessed independently.

#### **Qualifications of Assessor**

'Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment".'

Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria'.

#### **Measures to ensure consistency in assessment**

These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit.

#### **Where this unit is assessed**

Competency is to be demonstrated in an agricultural workplace or in a situation which reproduces agricultural workplace conditions.

#### **Resources required beyond those normally found in a functional agricultural workplace**

There are no additional resources required for assessment of this unit.

### **Utilisation of key competencies in the performance of this unit**

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting analysing & organising information	Planning & organising activities	Working with others and in teams	Using mathematical ideas & techniques	Solving problems	Using technology
<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

- ◇ **Communicating** - with management about budget preparation and delegations
- ◇ **Collecting, analysing and organising information** - for input to the budget process
- ◇ **Planning and organising activities** - getting data together for budget sessions
- ◇ **Working with others and in teams** - with manager and staff for budget sessions
- ◇ **Using mathematical ideas and techniques** - budget calculations, financial transactions
- ◇ **Solving problems** - with management, excessive expenditure, lack of credit
- ◇ **Using technology** - office calculators, computers, communication technology



<b>Industry:</b> Rural <b>Area of Competency :</b> Generic: Management <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG4205BM A</b> Budget for enterprise production	
Element of Competency	Performance Criteria
4205.1 Assess financial resources	4205.1.1 Available capital and existing lines of credit are determined together with costs and terms. 4205.1.2 Market and financial risk information are assembled to determine business and viability risks. 4205.1.3 Crop payment options are evaluated. 4205.1.4 Funds are negotiated to obtain best advantage for the business.
4205.2 Assess physical resources	4205.2.1 Suitability, compatibility and reliability of machines and equipment with proposed crop choice(s) is evaluated. 4205.2.2 Machine and equipment activity over the budget period is determined. 4205.2.3 Service and spare parts costs and availability are reviewed for budget planning. 4205.2.4 Effects of changes in cropping percentages on the life of machinery is assessed.
4205.3 Assess personal resources	4205.3.1 Personal resources are assessed to determine their adequacy for the proposed operations. 4205.3.2 Communication and negotiations are maximised to determine the likely input of time and skills from family and/or farm partners. 4205.3.3 Time requirements and priorities are developed for different aspects of the proposed operations. 4205.3.4 A realistic assessment is made of time required for the proposed operations. 4205.3.5 Skills of farmer and partners are assessed and work allocated. 4205.3.6 Own time is managed to priorities.
4205.4 Assess personal drawings	4205.4.1 Family and partner(s) income requirements are established. 4205.4.2 Drawings are included over budget period.
4205.5 Develop budgets	4205.5.1 Income and expense sheets for likely operations are developed. 4205.5.2 Suitable sources of timely information and assistance are identified. 4205.5.3 Business risk is assessed from the income and expense sheets. 4205.5.4 Budget results are used to assess viability of the farm and cropping plan. 4205.5.5 Rotation plan and budget are modified in light of risk assessment and preliminary profit or loss figures to obtain most viable plan. 4205.5.6 Sensitivity charts are generated to analyse likely range of profits and losses.
4205.6 Monitor budget	4205.6.1 Variations and reasons for variations from budget are determined. 4205.6.2 Budget is varied to include conditions not previously identified.

<b>Industry:</b> Rural <b>Area of Competency :</b> Generic: Management <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG4205BM A</b> Budget for enterprise production	
<b>Element of Competency</b>	<b>Performance Criteria</b>
<b>A. RANGE OF VARIABLES</b> <ul style="list-style-type: none"> <li>• Farm partners or corporations may consist of:           <ul style="list-style-type: none"> <li>- family members, formal partnerships, syndicates, non-farm entities,</li> </ul> </li> <li>• Budgets include:           <ul style="list-style-type: none"> <li>- production plan, enterprise gross margin budgets, profit and loss budgets, trading accounts, livestock schedules, cashflow budgets, development budgets, partial budgets, capital</li> </ul> </li> <li>• Time requirements may include the resources of permanent employees, casual employees or contractors.</li> <li>• Credit lines include short term and long term borrowing.</li> <li>• Credit conditions are contractual terms including term of loan, interest rates, repayments and other requirements on the borrower and lender.</li> <li>• Sources of budget information are:           <ul style="list-style-type: none"> <li>- farm production plan, market prices and trends for products for marketing authorities and other, suppliers prices for fuel, fertiliser, chemicals and other farm inputs, records on operating expenses such as crop insurance, storage and handling and wages, fixed operating costs from previous years</li> </ul> </li> </ul>	
<b>B. EVIDENCE GUIDE</b> <p><b><u>Key Outcomes</u></b></p> <ul style="list-style-type: none"> <li>• Development of cash flow budget with options from assessment of financial, physical and personal resources</li> <li>• Sensitivity analysis of profit and loss</li> <li>• Management of time</li> </ul> <p><b><u>OHS issues that impact upon the performance of this unit</u></b> Ergonomic principles.</p> <p><b><u>Holistic Outcome</u></b> Budget structures match actual figures.</p> <p><b><u>Underpinning Knowledge &amp; Skills</u></b></p> <ul style="list-style-type: none"> <li>• A basic working knowledge of:           <ul style="list-style-type: none"> <li>- suitable sources of funds</li> <li>- resources required to crop different varieties suitable for farm, including physical, personnel and financial</li> <li>- previous budget to actual financial figures</li> </ul> </li> <li>• The ability to:           <ul style="list-style-type: none"> <li>- use appropriate computer programs where required for budgeting</li> <li>- maintain and interpret farm records</li> <li>- interpret sensitivity analysis</li> <li>- list financial, physical and personnel resources</li> </ul> </li> </ul>	

<b>Industry:</b>	<b>Rural</b>
<b>Area of Competency :</b>	<b>Agronomy</b>
<b>Sector:</b>	<b>Horse Breeding Industry</b>
<b>RUA AG4205BM A Budget for enterprise production (continued)</b>	
<b>C. ASSESSMENT GUIDE</b>	
Assessment of this unit is to be conducted in accordance with this Assessment Guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture.	
<b><u>Authority managing and conducting assessment, and issuing qualifications</u></b>	
Authorised Registered Training Organisation (RTO)	
<b><u>Special outcomes of assessment for purposes of licensing by a government or other authority</u></b>	
There are no licensing requirements for this unit.	
<b><u>Interdependent assessment of units</u></b>	
This unit could be assessed in conjunction with RUA AG4204BM A <i>Operate within a budget framework</i> .	
<b><u>Qualifications of Assessor</u></b>	
'Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment".'	
Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria'.	
<b><u>Measures to ensure consistency in assessment</u></b>	
These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit.	
<b><u>Where this unit is assessed</u></b>	
Competency is to be demonstrated in an agricultural workplace or in a situation which reproduces agricultural workplace conditions.	
<b><u>Resources required beyond those normally found in a functional agricultural workplace</u></b>	
There are no additional resources required for assessment of this unit.	

**Utilisation of key competencies in the performance of this unit**

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting analysing & organising information	Planning & organising activities	Working with others and in teams	Using mathematical ideas & techniques	Solving problems	Using technology
<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>2</b>

- ◇ **Communicating** - with full range of field staff and industry participants
- ◇ **Collecting, analysing and organising information** - on the enterprise costs and expenditure
- ◇ **Planning and organising activities** - to obtain financial information
- ◇ **Working with others and in teams** - to complete specified activities and operations in line with budget
- ◇ **Using mathematical ideas and techniques** - in calculating enterprise costs, expenditure and returns
- ◇ **Solving problems** - accessing information from a range of sources on financial matters
- ◇ **Using technology** - to communicate, calculate and record

<b>Industry:</b> Rural <b>Area of Competency :</b> Horse: Generic <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG4700HB A</b> Prevent and treat equine injury and disease	
<b>Element of Competency</b>	<b>Performance Criteria</b>
4700.1 Recognise and report common ailments	4700.1.1 Routine and regular checks are made of horses to detect abnormal conditions. 4700.1.2 Common ailments are distinguished through signs of distress, elevated temperatures or skin or joint condition. 4700.1.3 Abnormal conditions are reported to the stud master and actions taken under instruction. 4700.1.4 Initial First Aid procedures are carried out for horses until professional help arrives.
4700.2 Apply disease or ailment prevention procedures	4700.2.1 Stable/paddock quarantine procedures are carried out according to enterprise practice. 4700.2.2 Stable hygiene practices are maintained at high levels in accordance with routine instructions. 4700.2.3 Routine annual or outbreak stimulated vaccination of horses is carried out under supervision of the veterinary practitioner with a minimum of stress to animals. 4700.2.4 Routine drenching and skin washing procedures are carried out to prevent or control external or internal parasites. 4700.2.5 Comprehensive records of veterinary medication and treatment by other professionals are maintained for each individual animal.
4700.3 Treat equine injury and disease	4700.3.1 Twitches and other restraining devices are used as required depending upon the individual horse's temperament. 4700.3.2 Prescribed veterinary medicines are administered at correct dose rates in accordance with instructions and with minimal stress to the horse.
<b>A. RANGE OF VARIABLES</b> <ul style="list-style-type: none"> <li>Abnormal conditions include abnormal urine or manure and absence of variation in quantity of same.</li> <li>Routine vaccination or the administration of prescribed equine medicines will only be carried out by the trainer or veterinarian.</li> <li>In some establishments the taking of rectal temperature prior to work may identify a range of preclinical symptoms of respiratory infection or other illness which would not otherwise be identified.</li> <li>Checking for signs of ill health may include checking for:               <ul style="list-style-type: none"> <li>nasal, vaginal or rectal discharge, rectal temperature, abnormal respiration, abnormal coat conditions, lameness, agitation, kicking repeatedly</li> </ul> </li> <li>Weaving, deprived appetite or other boredom conditions that may reflect on the health of stabled horses</li> <li>Life threatening ailments may include :               <ul style="list-style-type: none"> <li>twisted bowel, colic, malpresentation of foals</li> </ul> </li> <li>Initial First Aid procedures may be required in situations such as:               <ul style="list-style-type: none"> <li>bleeding, cast horses</li> </ul> </li> </ul>	

<b>Industry:</b> Rural <b>Area of Competency :</b> Horse: Generic <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG4700HB A</b> Prevent and treat equine injury and disease (continued)	
<b>B. EVIDENCE GUIDE</b>  <b><u>Key Outcomes</u></b> <ul style="list-style-type: none"> <li>• Daily routines include regular checks of all horses on the property for signs of ill health, distress or abnormal conditions.</li> <li>• Under instruction from the stud manager, quarantine arrangements, vaccination or other preventative procedures are completed.</li> <li>• Prescribed veterinary medicines are administered to treat disease incidence as instructed.</li> </ul> <b><u>OHS issues that impact upon the performance of this unit</u></b> Relevant OHS hazards identification, risk assessment and risk control measures. These include: <ul style="list-style-type: none"> <li>• safe work systems and procedures to reduce kicks, bites and crushing injuries from horses. this will include using calm and positive actions to avoid alarming stock.</li> <li>• safe manual handling systems and procedures</li> <li>• safe horse restraining procedures used while working on horses</li> <li>• safe systems and procedures for handling veterinarian products, including vaccines, needles and syringes</li> <li>• safe systems and procedures in preventing infection from injured/sick stock</li> <li>• clear communication between workers, especially when working together within a close proximity</li> <li>• safe systems and procedures for outdoor work, including protection from solar radiation</li> <li>• selection, use and maintenance of relevant personal protective clothing and equipment</li> </ul> <b><u>Holistic Outcome</u></b> Disease incidence is minimised in the stud.  <b><u>Underpinning knowledge and skills</u></b> <ul style="list-style-type: none"> <li>• A basic working knowledge of:               <ul style="list-style-type: none"> <li>- common horse diseases</li> <li>- the range of common ailments that may occur or affect horses in the stud</li> <li>- horse First Aid and its application</li> <li>- the application of a range of treatments under veterinary supervision</li> <li>- methods of horse handling</li> <li>- vital signs of the horse</li> </ul> </li> <li>• The ability to:               <ul style="list-style-type: none"> <li>- handle horses and duties around them in a firm but calm, gentle and unhurried manner</li> <li>- quickly and accurately identify signs of ill health and injury or signs of abnormal or depressed appetite</li> <li>- competently handle and restrain horses for observation and treatment as required</li> </ul> </li> </ul>	
<b>C. ASSESSMENT GUIDE</b>  Assessment of this unit is to be conducted in accordance with this Assessment Guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture.  <b><u>Authority managing and conducting assessment, and issuing qualifications</u></b> Authorised Registered Training Organisation (RTO)  <b><u>Special outcomes of assessment for purposes of licensing by a government or other authority</u></b> There are no licensing requirements for this unit.  <b><u>Interdependent assessment of units</u></b> Prerequisites: RUA AG2701HB A <i>Carry out regular horse observation</i> RUA AG3706HB A <i>Practice responsible use of prescribed medication</i>	

<b>Industry:</b>	<b>Rural</b>
<b>Area of Competency :</b>	<b>Horse: Generic</b>
<b>Sector:</b>	<b>Horse Breeding Industry</b>

**RUA AG4700HB A Prevent and treat equine injury and disease (continued)**
**C. ASSESSMENT GUIDE (continued)**
**Qualifications of Assessor**

'Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment".'

Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria'.

**Measures to ensure consistency in assessment**

These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit.

**Where this unit is assessed**

This unit will best be assessed in the workplace, where the individual is observed in a range of conditions.

**Resources required beyond those normally found in a functional agricultural workplace**

Normally occurring workplace resources including the range of horse classes that the trainee can be expected to encounter

**Utilisation of key competencies in the performance of this unit**

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
<b>2</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>2</b>

- ◇ **Communicating** - with suppliers and the stud network
- ◇ **Collecting, analysing and organising information** - on daily horse observations
- ◇ **Planning and organising activities** - for horse husbandry activities
- ◇ **Working with teams and others** - to carry out disease prevention and treatment.
- ◇ **Using mathematical ideas and techniques** - to calculate dosage and bodyweight.
- ◇ **Solving problems** - of injury or disease outbreaks
- ◇ **Using technology** - to communicate and calculate.

<b>Industry:</b> Rural <b>Area of Competency :</b> Horse: Generic <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG4701HB A</b> Provide support for the conduct of artificial insemination procedures	
Element of Competency	Performance Criteria
4701.1 Obtain semen	4701.1.1 Nominated stallion is collected from box and led to the collection area. 4701.1.2 Semen is collected using industry approved collection techniques. 4701.1.3 Semen is obtained from recognised sources. 4701.1.4 Semen is examined and extended in line with instructions.
4701.2 Inseminate mares	4701.2.1 Mare accurately identified from stud records, papers and fixed identification. 4701.2.2 Mare is restrained and prepared for insemination in accordance with stud hygiene procedures. 4701.2.3 Frozen semen is thawed in line with industry practice. 4701.2.4 Straws are selected and filled and mare inseminated according to stud policy procedures with a minimum of stress.
4701.3 Provide post mating care for horses	4701.3.1 Stud and mating records are completed and stud book notified in line with industry protocols. 4701.3.2 Grooming and hygiene procedures are completed according to stud policy. 4701.3.3 Horses are returned to boxes or paddocks in line with instructions.
<b>A. RANGE OF VARIABLES</b> <ul style="list-style-type: none"> <li>It is recommended that artificial insemination should only be carried out by a registered veterinarian or licensed inseminator.</li> <li>Industry approved techniques for semen collection may be carried out using :               <ul style="list-style-type: none"> <li>"belted" mares, artificial mares</li> </ul> </li> <li>Semen dilution rates will be dependent on :               <ul style="list-style-type: none"> <li>the viability of the semen, individual stallion characteristics, nature of the semen - chilled or fresh</li> </ul> </li> <li>Checks of semen may include checks for :               <ul style="list-style-type: none"> <li>stallion identity, viability, extension, sperm count, abnormalities</li> </ul> </li> <li>Semen may be :               <ul style="list-style-type: none"> <li>fresh, chilled (collected 48 to 72 hours prior), frozen</li> </ul> </li> <li>Mare preparation may include:               <ul style="list-style-type: none"> <li>teasing, washing and hygienic preparation of the vulva area, identification, completion of appropriate records, regular follicle checks</li> </ul> </li> <li>Frozen semen will require accurate scanning of ovulation to ensure that the mare is inseminated within 15 minutes of ovulation.</li> <li>Stud policy may include :               <ul style="list-style-type: none"> <li>animal welfare provisions, mare and stallion care protocols and standards, record keeping procedures</li> </ul> </li> <li>Post artificial insemination procedures may include:               <ul style="list-style-type: none"> <li>checking by the veterinarian for the presence of the corpus luteum</li> </ul> </li> </ul>	

<b>Industry:</b> Rural <b>Area of Competency :</b> Horse: Generic <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG4701HB A</b> Provide support for the conduct of artificial insemination procedures (continued)	
<b>B. EVIDENCE GUIDE</b>  <b><u>Key Outcomes</u></b> <ul style="list-style-type: none"> <li>• Semen collected from stallions or obtained from chilled or frozen sources</li> <li>• Mares prepared and scanned to maximise the opportunity for conception to occur</li> <li>• Service returns recorded</li> <li>• Pregnancy testing procedures completed</li> </ul> <b><u>OHS issues that impact upon the performance of this unit</u></b> Relevant OHS hazards identification, risk assessment and risk control measures. These include: <ul style="list-style-type: none"> <li>• safe work systems and procedures to reduce kicks, bites and crushing injuries from horses. this will include using calm and positive actions to avoid alarming stock.</li> <li>• safe manual handling systems and procedures</li> <li>• safe horse restraining procedures used while working on horses</li> <li>• safe systems and procedures for handling veterinarian products, including vaccines, needles and syringes</li> <li>• safe systems and procedures in preventing zoonotic infection from sick stock</li> <li>• clear communication between workers, especially when working together within a close proximity</li> <li>• safe systems and procedures for outdoor work, including protection from solar radiation</li> <li>• selection, use and maintenance of relevant personal protective clothing and equipment</li> </ul> <b><u>Holistic Outcome</u></b> Conception rates through artificial insemination are maximised.  <b><u>Underpinning knowledge and skills</u></b> <ul style="list-style-type: none"> <li>• A basic working knowledge of:               <ul style="list-style-type: none"> <li>- the anatomy and physiology of the reproductive organs and the reproductive process in horses.</li> <li>- semen collection and dilution</li> <li>- semen thawing techniques</li> <li>- ovulation stimulation and synchronisation</li> </ul> </li> <li>• The ability to:               <ul style="list-style-type: none"> <li>- communicate effectively with veterinarian or licensed inseminator</li> <li>- demonstrate an empathy with, and safely and calmly handle, horses</li> </ul> </li> </ul>	
<b>C. ASSESSMENT GUIDE</b>  Assessment of this unit is to be conducted in accordance with this Assessment Guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture.  <b><u>Authority managing and conducting assessment, and issuing qualifications</u></b> Authorised Registered Training Organisation (RTO)  <b><u>Special outcomes of assessment for purposes of licensing by a government or other authority</u></b> There are no licensing requirements for this unit.  <b><u>Interdependent assessment of units</u></b> Prerequisites: RUA AG3701HB A <i>Handle and care for stallions</i> RUA AG3703HB A <i>Carry out mare mating procedures</i>	



<b>Industry:</b> Rural <b>Area of Competency :</b> Horse: Generic <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG4701HB A</b> Provide support for the conduct of artificial insemination procedures (continued)	
<b>C. ASSESSMENT GUIDE</b> (continued)	
<b><u>Qualifications of Assessor</u></b> 'Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment".	
Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria'.	
<b><u>Measures to ensure consistency in assessment</u></b> These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit.	
<b><u>Where this unit is assessed</u></b> This unit can only be assessed as the individual assists in artificial insemination routines on the property in the breeding shed.	
<b><u>Resources required beyond those normally found in a functional agricultural workplace</u></b> The normally occurring workplace resources including selected mares and using fresh, frozen or chilled semen.	

**Utilisation of key competencies in the performance of this unit**

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

- ◇ **Communicating** - with veterinarians, stud personnel and licensed inseminators
- ◇ **Collecting, analysing and organising information** - on ovulation and stallions used
- ◇ **Planning and organising activities** - for semen collection and mare insemination
- ◇ **Working with teams and others** - to achieve maximum conception rates
- ◇ **Using mathematical ideas and techniques** - to calculate dilutions and cycling periods
- ◇ **Solving problems** - of poor conception rates and identifying ovulation in some mares
- ◇ **Using technology** - to monitor ovulation and carry out insemination

<b>Industry:</b> Rural <b>Area of Competency :</b> Horse: Generic <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG4702HB A</b> Carry out stud stable management duties	
Element of Competency	Performance Criteria
4702.1 Nominate horses for sales or exhibition	4702.1.1 Appropriate entry forms are completed and submitted for the specified activity. 4702.1.2 Horses are nominated manually or electronically through established systems. 4702.1.3 Entry fees are paid up prior to the required nomination time.
4702.2 Apply relevant requirements	4702.2.1 Required pedigrees and histories are obtained from, or supplied to, the controlling agents. 4702.2.2 Horse transfer/registration forms are completed and forwarded to the relevant controlling body.
4702.3 Maintain stud records	4702.3.1 Mares or horses arriving at stud are identified in line with established stud protocols. 4702.3.2 Operational and breeding records are kept accurately either manually or electronically. 4702.3.3 Financial records of both receipts and expenditure are entered in the designated stud or property records.
4702.4 Supervise business management and financial affairs	4702.4.1 Physical and financial inputs and outgoings for the stud business are collated for analysis. 4702.4.2 Cash flow and partial budgets are prepared from available information. 4702.4.3 Business decision making is carried out in line with accurate available information and sound business practice.
<b>A. RANGE OF VARIABLES</b> <ul style="list-style-type: none"> <li>Relevant requirements for entry may be specified by :               <ul style="list-style-type: none"> <li>breed societies, the keeper of the relevant stud book, show committees</li> </ul> </li> <li>Administrative procedures involved in complying with breed society rules when nominating horses may include:               <ul style="list-style-type: none"> <li>horse registration, description and recording of colour and markings, completion of entry forms supplied, recording brands, recording of health and vaccination procedures, stall allocation</li> </ul> </li> <li>Details of mares arriving at stud may include :               <ul style="list-style-type: none"> <li>owners name address and phone number, last service date, stallion that last covered the mare, approximate foaling date, colour, identifying marks and brands, gear arriving with the mare</li> </ul> </li> <li>Stud operational records may include :               <ul style="list-style-type: none"> <li>horse histories, veterinary treatments, feeding regimes, breeding histories, relevant pedigrees and family traits</li> </ul> </li> <li>Receipts may include returns from:               <ul style="list-style-type: none"> <li>agistment costs, stallion or breeding service costs, veterinary procedures</li> </ul> </li> <li>Expenditure may include the costs of :               <ul style="list-style-type: none"> <li>wages, professional services, feed costs, veterinary medicine costs, property overhead costs, operational costs</li> </ul> </li> </ul>	

<b>Industry:</b> Rural <b>Area of Competency :</b> Horse: Generic <b>Sector:</b> Horse Breeding Industry	
<b>RUA AG4702HB A</b> Carry out stud stable management duties (continued)	
<b>B. EVIDENCE GUIDE</b>  <b><u>Key Outcomes</u></b> <ul style="list-style-type: none"> <li>Horses nominated for sale or exhibition in line with established protocols</li> <li>Required pedigrees and transfer forms completed and forwarded</li> <li>Stud records for the property maintained in an effective manner</li> <li>Physical and financial records reflect industry practice and are kept up to date</li> </ul> <b><u>OHS issues that impact upon the performance of this unit</u></b> Relevant OHS hazards identification, risk assessment and risk control measures. These include: <ul style="list-style-type: none"> <li>develop and implement ohs policy and procedures</li> <li>ensure induction training is provided for new employees, and further on ongoing training as worker skills are developed</li> <li>monitor and audit safe systems of work</li> <li>the use of calm and positive actions at all times when handling horses is paramount in minimising the risk of kicks or bites from frightened or escaping animals.</li> <li>manual handling Codes of Practice should be strictly observed.</li> <li>kicks, bites and crushing from horses are a constant workplace hazard in this industry.</li> <li>safe working practices also include the need to communicate proposed actions with horses to all personnel in close proximity to avoid accidents.</li> </ul> <b><u>Holistic Outcome</u></b> The administrative affairs of the stud are maintained.  <b><u>Underpinning knowledge and skills</u></b> <ul style="list-style-type: none"> <li>A basic working knowledge of:               <ul style="list-style-type: none"> <li>requirements and procedures laid down by the relevant breed societies or the keeper of the relevant stud book</li> <li>bookkeeping systems and accounting standards</li> <li>the nature of actual stud business in which the individual works and some understanding of the established processes and protocols</li> <li>the nature of profit and loss</li> <li>how cash flow statements and budgets are prepared</li> </ul> </li> <li>The ability to:               <ul style="list-style-type: none"> <li>understand financial reports and their broad meaning</li> <li>through communication with breed societies and stud book keepers develop a range of procedures that meet their needs</li> <li>collate information and report accurately on financial matters</li> </ul> </li> </ul>	
<b>C. ASSESSMENT GUIDE</b>  Assessment of this unit is to be conducted in accordance with this Assessment Guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture.  <b><u>Authority managing and conducting assessment, and issuing qualifications</u></b> Authorised Registered Training Organisation (RTO)  <b><u>Special outcomes of assessment for purposes of licensing by a government or other authority</u></b> There are no licensing requirements for this unit.  <b><u>Interdependent assessment of units</u></b> Assessment of this unit is should be carried out in conjunction with rural generic units RUA AG4204BM A <i>Operate within the budget framework</i> and RUA AG4205BM A <i>Budget for farm production</i> .	

<b>Industry:</b> Rural <b>Area of Competency :</b> Horse: Generic <b>Sector:</b> Horse Breeding Industry
<b>RUA AG4702HB A</b> Carry out stud stable management duties (continued)
<b>C. ASSESSMENT GUIDE</b> (continued)  <b>Qualifications of Assessor</b> 'Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment".  Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria'.  <b>Measures to ensure consistency in assessment</b> These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit.  <b>Where this unit is assessed</b> Competency is to be demonstrated in an agricultural workplace or in a situation which reproduces agricultural workplace conditions.  <b>Resources required beyond those normally found in a functional agricultural workplace</b> Normally occurring workplace resources including financial records (example or actual), stud breeding records and a range of industry recognised entry forms for sales or exhibition

#### Utilisation of key competencies in the performance of this unit

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
3	3	3	3	3	3	3

- ◇ **Communicating** - with the stud network and a range of societies and groups.
- ◇ **Collecting, analysing and organising information** - on stud physical and financial records
- ◇ **Planning and organising activities** - to collate information and complete entry requirements
- ◇ **Working with teams and others** - to achieve overall stud goals
- ◇ **Using mathematical ideas and techniques** - to calculate financial aspects of the enterprise
- ◇ **Solving problems** - of ensuring timely completion of entries or meeting financial deadlines
- ◇ **Using technology** - to calculate and communicate

## **SECTION 3**

### **ATTACHMENTS:**

**A: – AGRICULTURE UNITS OF  
COMPETENCY**

**B:– HORTICULTURE UNITS OF  
COMPETENCY**

# ATTACHMENT A: – AGRICULTURE UNITS OF COMPETENCY

## Legend

**LnGuide**                **Learning Guide** - indicates if a Learning Guide has been developed to support the unit of competency.

Learning Guide is further defined as follows:

**TP** - Learning Guides developed under the Training Package project - based on competency standards.

**TP\*** - Learning Guides developed under the Certificate III in Farming project – based on competency standards.

**NTP** - Learning Guides developed under the National Transition Program – based on curriculum.

**NTP/GRD** - Learning Guides developed under NTP and modified to competency based material.

**GRDC** - Learning Guides – rewritten from NTP - based on units of competency.

**Old Code**                Codes previously used for Agriculture units of competency.

**New Code**                New codes which comply with the National Training Information Service requirements (see Section 2 ‘Coding of Units of Competency’ for further details).

## ATTACHMENT B: – HORTICULTURE UNITS OF COMPETENCY

## Legend

# LrnGuide

**Learning Guide** - indicates if a Learning Guide has been developed to support the unit of competency.

Learning Guide is further defined as follows:

**TP** - Learning Guides developed under the Training Package project - based on competency standards.

**F**

## Floriculture

**P**

## Production Horticulture

**N**

## Nursery

## G

## Parks and Gardens

L

## Landscape

A

## Arboriculture

**T**

## Turf Management