



Australian Government

AHCAGB301 Keep production records for a primary production business

Release: 1

AHCAGB301 Keep production records for a primary production business

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to keep production business records such as paddock and livestock activity in accordance with workplace requirements auditing purposes.

All work must be carried out to comply with workplace procedures, work health and safety legislation and codes.

This unit applies to individuals who work under broad direction and take responsibility for their own work. They use discretion and judgement in the selection and use of available resources.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Agribusiness (AGB)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Develop a system to collect and store production records	1.1 Determine physical records and inventories required for the organisation in consultation with the management team 1.2 Identify short-term methods for collecting information that are reliable, timely and efficient 1.3 Identify longer-term methods for sorting and storing information

Element	Performance criteria
	that allow effective analysis 1.4 Identify the most appropriate information collection and storage methods according to business requirements
2. Collect and maintain production records	2.1 Collect and maintain livestock records 2.2 Collect and maintain crop and pasture records 2.3 Collect and maintain records relating to farm vehicle and machinery use and maintenance 2.4 Collect and maintain property maintenance records 2.5 Collect and maintain records relating to stored produce 2.6 Collect and maintain relevant climatic records 2.7 Collect and maintain records relating to input purchases and use 2.8 Collect and maintain records relating to staff activities
3. Organise information for analysis	3.1 Transfer collected information into a manual or computerised recording system 3.2 Organise information into a format suitable for analysis, interpretation and dissemination 3.3 Use and maintain business equipment and technology in accordance with organisational and work health and safety requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is not equivalent to AHCAGB301A Keep records for a primary production business.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>

Assessment Requirements for AHCAGB301 Keep production records for a primary production business

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Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- communicate with others to obtain information
- collect information relating to primary production
- organise and store information
- maintain inventory records
- complete a livestock reconciliation
- follow enterprise work health and safety policies.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- the organisation's policies and procedures applying to production records
- relevant legislation and codes, relating to the operation of a business and to the tasks undertaken
- recording processes to meet QA requirements
- the organisation's software and technology used to record and analyse production information.

Assessment Conditions

Competency is to be assessed in the workplace or simulated environment that accurately reflects performance in a real workplace setting.

Assessors must satisfy current standards for RTOs.

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