



Australian Government

AHCAGB302 Keep production records for a primary production business

Release: 1

AHCAGB302 Keep production records for a primary production business

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture, Conservation and Land Management Training Package Version 4.0.

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 for decision-making and auditing.

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.

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

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

Pre-requisite Unit

Nil

Unit Sector

Agribusiness (AGB)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Confirm systems for collection and storage of production records	1.1 Determine physical records and inventories required for the organisation in consultation with management 1.2 Identify short-term methods for collecting information that are

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	reliable, timely and efficient 1.3 Identify longer-term methods for sorting and storing information that allow effective access and analysis 1.4 Identify the most appropriate information collection and storage methods according to business requirements 1.5 Identify the most appropriate business equipment and technology for record keeping
2. Collect and maintain production records	2.1 Collect records according to business procedures 2.2 Collate and sort records for analysis, retrieval and reporting purposes 2.3 Save records in a range of formats according to business procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Oral communication	Communicate effectively with others to collect information
Get the work done	Utilise computer-based technology to set up and maintain spreadsheets and maintain databases

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCAGB302 Keep production records for a primary production	AHCAGB301 Keep production records for a primary production business	Performance criteria clarified Foundation skills added Assessment requirements updated	Equivalent unit

Code and title current version	Code and title previous version	Comments	Equivalence status
business			

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -

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

Assessment Requirements for AHCAGB302 Keep production records for a primary production business

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Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has collected and maintained accurate, accessible and systematic records for a primary production business for at least three of the following purposes, utilising data that covers a full production cycle:

- livestock breeding records
- crop and pasture usage
- farm vehicle and machinery use and maintenance
- property maintenance
- stored produce
- relevant local climatic activity
- procurement
- staff leave.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes 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
- relevant sections of Industrial Relations legislation and regulations
- recording processes to meet quality assurance requirements
- the organisation's software and technology used to record and analyse production information.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:

- skills must be demonstrated in a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - digital technology and software used to record information relevant to a primary production business
 - production records that cover a full production cycle.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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