



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>