



Australian Government

AHCNSY302 Receive and dispatch nursery products

Release: 1

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Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to select and collect nursery products for the purpose of dispatch, delivery or pick up by client and the process of receiving and processing of products from suppliers.

It applies to individuals who take responsibility for their own work and for the quality of the work of others. They use discretion and judgement in the selection, allocation 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

Nursery (NSY)

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. Select product for an order	1.1 Select and use materials, equipment and personal protective equipment (PPE) 1.2 Select product from stock batches to match order forms or client request 1.3 Assist clients onsite with selection or direct to particular product or display area 1.4 Evaluate quality of product visually to ensure that it meets standard order requirements for quality

Element	Performance criteria
	1.5 Block up stockholding areas for presentation 1.6 Monitor the amount of remaining product and retain information to inform other clients
2. Maintain the stock inventory	2.1 Collate orders in the sales or dispatch area 2.2 Check orders for quality of product and for accuracy of quantity 2.3 Keep electronic or manual records of outgoing sales in the product inventory 2.4 Adjust the inventory of the quantity of nursery stock available for sale
3. Prepare for dispatch or delivery	3.1 Check product for correct labelling and replace incorrect labelling 3.2 Package product for delivery and presentation to the client 3.3 Pack product into containers for ease of handling 3.4 Assist delivery of product by loading and stacking product according to the configuration of the transportation vehicle 3.5 Check product quality at each stage in the delivery process 3.6 Maintain and tidy sales and dispatch areas and packing and packaging materials
4. Receive products	4.1 Check incoming product for quality and correct quantities 4.2 Transfer product to stock holding areas with appropriate manual handling techniques 4.3 Transfer incoming documentation, receipts of delivery and invoices to administration

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 equivalent to AHCNSY302A Receive and dispatch nursery products.

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>