



Australian Government

AHCWRK212 Work effectively in industry

Release: 1

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Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 9.0.

Application

This unit of competency describes the skills and knowledge required to work effectively within an industry on an individual basis and within a work team, including observing employment requirements and accepting responsibility for quality of own work.

The unit applies to individuals who work effectively in industry under general supervision with limited autonomy or accountability.

All work must be carried out to comply with workplace procedures.

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

Pre-requisite Unit

Nil

Unit Sector

Work (WRK)

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. Obtain information about the industry	1.1 Access sources of information about the industry 1.2 Collect information on industry sector of work 1.3 Identify and follow employment terms and conditions 1.4 Identify industry career pathways
2. Observe employment	2.1 Confirm workplace practices and procedures with supervisor

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
requirements	2.2 Check that dress and personal presentation comply with workplace requirements 2.3 Maintain punctuality according to workplace requirements 2.4 Follow workplace routines according to specific instructions and workplace procedures
3. Conduct and accept responsibility for quality of own work	3.1 Maintain personal workspace according to workplace policies and procedures 3.2 Follow workplace code of conduct 3.3 Identify factors affecting work requirements and specifications, and report to supervisor 3.4 Assess and prioritise workload and seek assistance if required from supervisor
4. Participate and contribute to a productive team environment	4.1 Co-operate in a respectful manner according to workplace expectations 4.2 Recognise and report conflict with others according to workplace requirements 4.3 Work cooperatively to ensure designated work goals are met 4.4 Participate in and contribute to team meetings 4.5 Participate in and contribute to inclusive work practices
5. Confirm and undertake workplace activities	5.1 Confirm work plan, daily work schedule and timelines for workplace activities with supervisor 5.2 Confirm material and equipment requirements 5.3 Follow schedule and task requirements 5.4 Recognise and report defects and abnormalities in the workplace 5.5 Report completed tasks

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
Reading	Interpret workplace instructions to formulate an understanding of expected requirements and activity
Oral communication	- Use clear language and standard industry terminology to clarify instructions and communicate with supervisor - Participate in verbal exchanges to share knowledge and information with team members

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCWRK212 Work effectively in industry	AHCWRK204 Work effectively in the industry	Minor changes to unit title and application Major and minor changes to performance criteria Foundation skills added Major and minor edits to performance and knowledge evidence and assessment conditions	Not equivalent

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 AHCWRK212 Work effectively in industry

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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 worked effectively in industry on at least one occasion, and has:

- collected information on the industry
- identified employment requirements
- applied workplace procedures relevant to working effectively in industry, including dress standards and work practices
- accepted responsibility for quality of own work
- contributed to a productive team environment
- co-operated and communicated in a respectful manner
- confirmed and followed work plan, daily work schedule and timelines.

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:

- industry and workplace awards and conditions
- employer expectations
- workplace procedures, organisational structure and communication channels relevant to the industry sector
- inclusive work practices
- cooperative and respectful workplace communication.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:

- a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - industry information, including relevant workplace awards and conditions
 - example work schedules
 - job specifications
- specifications:
 - workplace procedures relevant to working effectively in industry
- relationships:
 - team members and supervisor.

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

Links

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