



Australian Government

AHCWRK215 Collect and record production data

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 collect and record production data obtained from a variety of sources.

The unit applies to individuals who collect and record production data under general supervision with limited autonomy or accountability.

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. Identify production data to be collected	1.1 Confirm requirements of data to be collected with supervisor or by reading work instructions 1.2 Select, fit and use personal protective equipment (PPE) applicable to the task 1.3 Prepare and use tools, equipment and materials required for data collection, and calibrate according to supervisor instructions 1.4 Identify difficulties that may be encountered in collecting the data, and seek supervisor advice

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	1.5 Communicate advice about the proposed data collection to co-workers as required 1.6 Identify and report workplace health and safety hazards and risks to supervisor
2. Collect and record production data	2.1 Collect production data 2.2 Record production data in the correct format and to meet specific requirements
3. Present and store production data	3.1 Present production data in the correct format and to meet specific requirements 3.2 Store production data sheets according to workplace procedures 3.3 Download and enter production data into a computer using specified formats and applications according to workplace 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
Reading	Interpret workplace instructions to formulate an understanding of expected requirements and activity
Writing	Prepare workplace records accurately using clear language and industry relevant terminology
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 co-workers
Numeracy	- Estimate, calculate and record routine workplace data - Use basic mathematical processes of addition, subtraction, division, multiplication, percentages, decimal points and ratios

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCWRK215 Collect and record production data	AHCWRK207 Collect and record production data	Minor changes to 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 AHCWRK215 Collect and record production data

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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 recorded production data on at least one occasion and has:

- followed workplace procedures relevant to collecting and recording production data
- applied workplace health and safety requirements, including fitted and used personal protective equipment (PPE)
- prepared and used tools, equipment and materials required for data collection
- calibrated tools and equipment
- referred to data to complete work activities
- identified workplace health and safety hazards and risks, and reported to supervisor
- collected data as part of the work role or job function
- entered data into specified written and electronic formats
- stored data in the prescribed location and format
- downloaded and entered data on a computer.

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:

- purposes for which the recorded data might be used
- workplace procedures relevant to collecting and recording production data, including reporting methods and requirements
- workplace requirements applicable to health and safety in the workplace for collecting and recording production data, including appropriate use of PPE
- tools and equipment calibration methods and purpose
- software programs used for recording or storing data.

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:
 - production data
 - computer hardware and software
 - PPE applicable to collecting and recording production data
- specifications:
 - workplace health and safety legislation, regulations, codes of practice and workplace procedures relevant to collecting and recording production data
- relationships:
 - co-workers 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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