



Australian Government

AHCWRK321 Provide on-job training support

Release: 1

AHCWRK321 Provide on-job training support

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 provide on-job training (OJT) support.

The unit applies to individuals who provide OJT support under broad direction and take responsibility for their own work.

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 needs for OJT support	1.1 Determine training needs in consultation with supervisor and employee or trainee 1.2 Obtain agreement on the extent and scope of training support to be provided with the supervisor 1.3 Define outcomes from training prior to commencement 1.4 Clarify methods of providing OJT support, and obtain agreement from 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>
2. Support OJT	2.1 Confirm training outcomes with the employee or trainee 2.2 Deliver training as directed according to workplace procedures 2.3 Provide practice opportunities to reinforce the training
3. Provide follow-up and support to learner	3.1 Provide opportunities to apply skills in the workplace 3.2 Provide feedback and coaching to assist learning 3.3 Report employee progress to their supervisor

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	Use clear language and accurate industry terminology to provide feedback and coaching support to employee or trainee and report progress to supervisor

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCWRK321 Provide on-job training support	AHCWRK310 Provide on-job training support	Minor changes to application 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 AHCWRK321 Provide on-job training support

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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 provided on-job training (OJT) support for an employee or trainee on at least one occasion and has:

- determined training needs and required outcomes
- provided a physically and psychologically safe learning environment
- identified and provided OJT support and follow-up support to employee or trainee
- delivered training in work tasks
- reported employee or trainee progress to supervisor.

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:

- set-up, approaches and resources required for OJT
- training needs of employee or trainee
- OJT and coaching techniques, including providing a safe learning environment
- task knowledge and skills being delivered by OJT
- reviewing and reporting on OJT support.

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
- relationships:
 - employee or trainee and supervisor.

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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