



Australian Government

Department of Education, Employment and Workplace Relations

AHCAGB503A Plan and monitor production processes

Release: 1

AHCAGB503A Plan and monitor production processes

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers planning and monitoring production processes and defines the standard required to: identify production processes required to achieve targeted production; establish production targets for each enterprise and each product, crop, herd, or flock; schedule production processes with monitoring points and performance indicators; evaluate production processes and make modifications; create and maintain records and documentation as described in the production plan.
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Application of the Unit

Application of the unit	This unit is likely to be undertaken alone or under broad guidance. Responsibility for the planning and management of the work of others may be involved.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
1. Determine production process requirements	1.1.Information regarding the characteristics of products being grown or refined/manufactured and their respective market requirements is accessed. 1.2.Characteristics of the land under production and the quality and amount of existing infrastructure are confirmed from colleagues and other planning processes. 1.3.Historical data, including recent data from organisational records is identified and accessed for input to production planning. 1.4.Information regarding other organisational planning processes and potential for improvements or innovations is collected and used to inform production planning. 1.5.Requirements of the organisation are taken into consideration during analysis. 1.6.Production processes required to efficiently achieve the targeted production requirements in line with organisational policies are identified and compared with those that currently exist. 1.7.Details regarding production planning are used as input to other organisational planning processes.
2. Determine monitoring requirements and systems	2.1.Production targets for each enterprise and each product, crop, herd, or flock are established from the range of organisational management and strategic plans. 2.2.Scheduling for production processes is determined taking varying organisational factors into consideration. 2.3.Environmental and waste management controls are established and specifically included in the production plan. 2.4.Monitoring points and performance indicators for the production process are established using target, environmental management and scheduling information. 2.5.Prepared risk management strategies are put into place and acted upon when necessary. 2.6.A plan is prepared that documents the decisions taken, the assessments made, the targets established, and any specific issues that relate to environmental and Occupational Health and Safety (OHS) risks.
3. Monitor/evaluate	3.1.Checks are made to ensure that the performance

ELEMENT	PERFORMANCE CRITERIA
effectiveness of production processes	indicators, targets, and specifications are being met and amendments to the process are made where necessary. 3.2. The effectiveness of the production processes is evaluated at key points and adjustments are made as necessary. 3.3. Environmental impacts and OHS hazards relating to production processes are identified, monitored and assessed throughout the production cycle. 3.4. Modifications are made to the production process when made necessary by shifting priorities and results. 3.5. Data, observations and documentation from the production process are analysed against the plan according to organisation guidelines.
4. Record and manage information	4.1. Recommendations for future plans are prepared based on the analysis of the data. 4.2. A report is prepared that documents the plans implementation according to the organisations requirements and guidelines. 4.3. Records and documentation are created, maintained and kept as described in the production plan, the OHS requirements, and machinery and equipment management programs. 4.4. The recordkeeping system that is used ensures that required information is available, accessible, meaningful and useful.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- interpret monitored information on production processes
- interpret, analyse and extract information from a range sources such as professional literature, legal documents, discussions and workshops
- identify, build and use network and support groups
- observe, identify and react appropriately to environmental implications and OHS

REQUIRED SKILLS AND KNOWLEDGE

hazards

- assess, then adopt profitable innovations
- set yield targets and objectives and estimate timelines
- prepare enterprise budgets and calculate financial returns
- use literacy skills to fulfil job roles as required by the organisation. The level of skill may range from reading and understanding documentation to completion of written reports
- use oral communication skills/language competence to fulfil the job role as specified by the organisation including questioning, active listening, asking for clarification, negotiating solutions and responding to a range of views
- use numeracy skills to estimate, calculate and record complex workplace measures
- use interpersonal skills to work with others and relate to people from a range of cultural, social and religious backgrounds and with a range of physical and mental abilities.

Required knowledge

- environmental controls and codes of practice available to the organisation
- relevant legislation and regulations relating to OHS, contractor engagement, chemical use and application, and vehicle and plant use
- sound management practices and processes to minimise noise, odours and debris from production processes
- sustainable land use principles and practices applicable in the region
- planning processes
- cost benefit analysis
- relevant legislation and regulations, such as those relating to soil and water degradation issues, animal health and welfare, and chemical use.

Evidence Guide

EVIDENCE GUIDE	
The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge and include achievement of the following: • identify production processes required to achieve targeted production • establish production targets for each enterprise and each product, crop, herd, or flock • schedule production processes with monitoring points and performance indicators • evaluate production processes and make modifications • create, and maintain records and documentation as described in the production plan.
Context of and specific resources for assessment	Competency requires the application of work practices under work conditions. Selection and use of resources for some worksites may differ due to the regional or enterprise circumstances.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole.	
The production process includes:	• the resources, personnel, methodology, and any interactions between them for an agricultural or horticultural enterprise.

Unit Sector(s)

Unit sector	Agribusiness
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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