



Australian Government

AHCCFI503A Advise on Carbon Farming Initiative project planning and implementation

Release 1

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Modification History

Release	TP Version	Comments
1	AHC10v6	Initial release

Unit Descriptor

This unit covers the development and maintenance of knowledge on the processes involved for land managers and project proponents in planning, implementing and monitoring Carbon Farming Initiative (CFI) projects and providing accurate and relevant technical advice to land managers and project proponents about the administrative requirements of these processes.

Application of the Unit

The unit applies to carbon service providers responsible for advising and informing land managers and project proponents about implementing CFI projects. Note that the 'advice' referred to in this unit does not relate to financial advice which requires an Australian financial services license. This unit does not address the skills or the generic knowledge requirements in "ASIC Regulatory Guide 146: Training of Financial Product Advisors".

This unit applies in the context of at least one sequestration methodology and at least one emissions avoidance methodology approved under the CFI.

Licensing/Regulatory Information

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

Pre-Requisites

AHCCFI501 Provide technical advice on the Carbon Farming Initiative

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Define requisites for planning a CFI project	1.1 Project phases for planning a CFI project are described 1.2 Equipment, specialist services and service providers required to plan and implement a CFI project are defined 1.3 The means of determining the project area for sequestration and emissions avoidance methodologies are specified 1.4 The need for and use of relevant tools such as the CFI mapping tool and CFI rainfall map are determined 1.5 The impact of project location on the type of carbon credits generated, where relevant, is ascertained 1.6 The impact of differing crediting and reporting periods on project planning and implementation is assessed 1.7 The steps required to determine the baseline and project emissions are determined 1.8 The responsibilities of owning and managing a CFI project are outlined
2. Determine requisites for implementing a CFI project	2.1 The requirements and process for becoming a Registered Offsets Entity are detailed 2.2 The requirements and process for applying for an eligible offsets project are defined 2.3 Methods of data collection for emissions avoidance and sequestration projects are outlined 2.4 Systems and procedures for accurately measuring and recording project abatement are outlined 2.5 Procedures for maintaining records of procedures undertaken and abatement achieved under a CFI project are specified 2.6 Equipment maintenance and calibration requirements are established 2.7 Project audit requirements and the providers of audit services are detailed
3. Provide information on applying for carbon credits	3.1 Requirements for completing an offsets report for the Clean Energy Regulator are outlined 3.2 Steps involved in commissioning an audit report are defined 3.3 Process for applying for a certificate of entitlement is specified 3.4 Information on the circumstances under which the Clean Energy Regulator will issue carbon credits and their maintenance on the Australian Register of Emissions Units is provided
4. Provide information on	4.1 CFI project processes and administrative and compliance

CFI administration and
implementation

requirements are described

- 4.2 Responses to stakeholder inquiries are comprehensive, clear and delivered in the most appropriate form and within the agreed timeframe
- 4.3 Enquiries outside area of responsibility and knowledge are identified and assistance is sought or the enquiry is referred onto a relevant party

Required Skills and Knowledge

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

Required skills

- communication skills to:
 - liaise with others and share information about the CFI
 - use language and concepts appropriate to cultural differences
 - determine and respond to client requests for information
 - provide presentations to individuals and groups on CFI project administration
- language, literacy and numeracy skills to:
 - read and interpret CFI documentation and legislation
 - analyse information on CFI to ensure currency, accuracy and appropriateness to client needs
 - interpret and advise on complex information, including legislation, regulations, and codes and standards
- interpersonal skills to:
 - establish rapport with clients
 - relate to people from diverse backgrounds and people with diverse abilities
 - positively interact with clients, other stakeholders, including regulatory personnel and technical experts
 - establish networks with relevant technical experts
- organising and time-management skills to:
 - sequence tasks
 - meet timelines
 - arrange meetings and visits to properties
- leadership skills to:
 - build an effective project team
 - lead the team in the implementation of the project
 - anticipate, plan and organise required materials and resources
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Required knowledge

Knowledge of:

- requirements of approved CFI methodologies, including:
 - project eligibility and scope
 - identifying the baseline scenario
 - project area
 - estimating abatement

- monitoring, record keeping and offsets reporting
- CFI and the requirements of the *Carbon Credits (Carbon Farming Initiative) Act 2011* and regulations relating to:
 - project proponent requirements:
 - become a Recognised Offsets Entity
 - creating and using an Australian National Register of Emissions Units account
 - project requirements:
 - applying for an Eligible Offsets Project
 - implementing the project in accordance with the applicable approved offsets methodology
 - writing and submitting offsets reports and arrange audit reports
 - applying for a certificate of entitlement and receive credits
 - closing a project
 - varying a project
 - withdrawing a project from the CFI
 - relinquishing carbon credits
 - scheme oversight, institutions and governance
- phases in a CFI project
- equipment, specialist services and service providers required to plan and implement a CFI project
- impact of project location on the type of carbon credits generated
- impact of differing crediting and reporting periods on project planning and implementation
- stakeholder responsibilities of owning and managing a CFI project
- application process to become a Recognised Offsets Entity
- procedures for maintaining records of procedures undertaken and abatement achieved under a CFI project
- project audit requirements and the providers of audit services
- commissioning of audit reports
- application process for certificates of entitlement
- CER procedures for issuing carbon credits and maintenance on the Australian Register of Emissions Units
- CFI project processes and administrative and compliance requirements
- distinction between administrative advice on CFI projects and advice about carbon credits that requires holding a financial services license

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	Evidence of the ability to: • define requisites for planning a CFI project • apply for approval of a CFI project • define requisites for implementing a CFI project • apply for carbon credits • provide information on CFI administrative requirements
Context of and specific resources for assessment	Assessment must be undertaken in the context of the relevant CFI methodologies. Assessment resources must be developed to determine the candidate's depth and breadth of knowledge of the administrative requirements of the CFI as well as their ability to provide accurate and up to date information to others in a professional manner.
Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: • observing processes and procedures in workplaces • oral or written questioning on required knowledge and skills • evaluating workplace documents and samples of work • simulated projects, scenarios or case studies • obtaining and validating third party references and reports
Guidance information for assessment	Assessment with other units relevant to the job role is recommended. The unit of competency can be assessed in the workplace or a simulated workplace environment.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

An approved offset methodology includes:	a methodology for which a determination has been made under the <i>Carbon Credits (Carbon Farming Initiative) Act 2011</i>
Carbon service provider includes:	a person who provides advice about participation in or develops or manages a project under the Australian Government's Carbon Farming Initiative
CFI project processes include:	planning, implementing and monitoring of CFI project works
CFI administrative requirements include:	those covered in the <i>Carbon Credits (Carbon Farming Initiative) Act 2011</i> and regulations

Unit Sector(s)

Carbon farming.