



Australian Government

Department of Education, Employment and Workplace Relations

AHCWRK207A Collect and record production data

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the process of collecting and recording agricultural or horticultural production data obtained from a variety of sources, such as stock counts, vaccination or medication records, germination rates, quantities harvested and defines the standard required to: implement requirements to collect data as part of the work role or job function; enter data accurately into specified written or electronic/ computerised formats; store data in the prescribed location; format and refer to data to complete work duties if necessary.
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Application of the Unit

Application of the unit	This unit applies to working under routine supervision with intermittent checking. Responsibility for some roles and coordination within a team may be required. Data collection and recording activities are usually carried out within established routines, methods and procedures.
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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. Identify data to be collected	1.1. Specific requirements of the data to be collected are determined by discussion with the supervisor or by reading work instructions. 1.2. Materials or tools required for data collected are obtained, and where necessary, calibrated. 1.3. Difficulties that may be encountered in collecting the data are identified and advice sought from the supervisor if needed. 1.4. Advice about proposed data collection is communicated to others as required. 1.5. Suitable Personal Protective Equipment (PPE) is selected, used and maintained where required. 1.6. Checks are made to determine whether notices relating to site quarantine are in effect and, where required, site quarantine procedures are followed.
2. Record production data	2.1. Production data is recorded in the correct format and to meet specific requirements. 2.2. Records are legible, accurate and complete.
3. Present and store production data	3.1. Production data is presented in the correct format and to meet specific requirements. 3.2. Production data sheets are stored according to enterprise procedures. 3.3. Production data is downloaded or entered into a computer where required, using specified formats and applications.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- enterprise recording methods
- purposes for which the recorded data might be used
- software programs used for recording or storing data
- use literacy skills to follow sequenced written instructions and record information accurately and legibly
- use oral communication skills/language competence to fulfil the job role as

REQUIRED SKILLS AND KNOWLEDGE

specified by the organisation including questioning, active listening, asking for clarification and seeking advice from supervisor

- use numeracy skills to estimate, calculate and record routine workplace measures
- use interpersonal skills to relate to people from a range of social, cultural and ethnic backgrounds and with a range of physical and mental abilities.

Required knowledge

- counting moving animals in paddocks, pens or in races
- operating data loggers
- entering data accurately into specified written or electronic/computerised formats
- calibrating tools and equipment.

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:

- implement requirements to collect data as part of the work role or job function
- enter data accurately into specified written or electronic/computerised formats
- store data in the prescribed location and format
- refer to data to complete work duties if necessary.

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.

Data may include:

- production data obtained from a variety of sources.

Unit Sector(s)

Unit sector

Work

Co-requisite units

Co-requisite units		

Competency field

Competency field	
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