



# **STUDENT HANDBOOK**

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## Australian Agricultural Training

Australian Agricultural Training is a Registered Training Organisation (RTO ID 41540) and is recognised by the Australian Skills Quality Authority as a provider of nationally recognised training of the following qualifications:

AHC20116	Certificate II in Agriculture
AHC21416	Certificate II in Wool Handling
AHC21316	Certificate II in Shearing
AHC33116	Certificate III in Advanced Wool Handling
AHC30116	Certificate III in Agriculture
AHC32916	Certificate III in Shearing
AHC41316	Certificate IV in Wool Classing

Australian Agricultural Training provides training to the agricultural industry across New South Wales. Training and skills development have become increasingly important tools for effective, successful workers in the agricultural industry.

Australian Agricultural Training has trainers that are leaders in providing vocational education and training in Australia. We aim to provide a quality experience, which meets the needs of all students.

Our team is committed to maintaining our high standards for training and assessment. We are proud of the qualifications and statement of attainments we issue and are recognized as a quality Registered Training Organisation.

Australian Agricultural Training vision is to enhance the future of the Agricultural sector through the delivery of flexible, specialised education and training that meet the needs of industry. We value integrity, accountability, excellence in training, and offer a personalised responsive training service.

### CONTACT US

If you have any further questions regarding your enrolment in one of our courses, please contact the Managing Director during business hours or alternatively you can write to us at:

**Managing Director:**

Phillip Ward

15 Colony Crescent

DUBBO NSW 2830

Phone: 0432 665 331

Email: [phillipward-aat@bigpond.com](mailto:phillipward-aat@bigpond.com)

Website : [www.aussieagtraining.com](http://www.aussieagtraining.com)

## Student Information

Australian Agricultural Training staff will provide encouragement, feedback and support, all students who have a responsibility to make every effort to maintain satisfactory progress in their training.

Australian Agricultural Training employs trainers who are leaders in the field of vocational education and training. We aim to always provide a quality experience, which meets the needs of all of our students.

### Enrolment Conditions

Access to courses is subject to:

- Availability of classes
- Sufficient enrolments in the class
- Course entry requirements being met
- Unique student identifier (USI) being provided
- Course fees are payable in advance

### Course Fees

The amount you will pay will depend on your individual circumstance.

### Government Subsidised Fee

The fee that is displayed (on the pre-enrolment information sheet) is the price for a student completing their second qualification and meeting eligibility criteria. The fee you pay may be lower depending on your personal circumstances and eligibility for a subsidised place, a concession, or an exemption.

Please contact Australian Agricultural Training for a personal fee assessment or check our website [www.aussieagtraining.com](http://www.aussieagtraining.com) for the fee schedule.

### Payment Options

Australian Agricultural Training will issue a Quote to enrolling students for the NSW Government Student Contribution Fee. A payment plan/option can be selected by the student and Invoices will then be sent pertaining to selected payment option. Payment of fees is by Bank Transfer.

Australian Agricultural Training does not accept prepaid fees in excess of \$1500.

The initial fee payment must be made prior to commencing training or within five (5) days of receiving an invoice from Australian Agricultural Training. Australian Agricultural Training may discontinue training if fees are not paid in accordance with the agreed fee schedule.

### Limiting Fees Being Paid in Advance

Australian Agricultural Training acknowledges that it has a responsibility under the Standards for Registered Training Organisations to limit the fees paid by learners in advance of their training and assessment services being delivered. To meet our responsibilities Australian Agricultural Training may accept payment of no more than \$1,500 from each learner prior to the commencement of the course. This requirement only applies when the payment for the fees are being made directly by an individual that falls under the protection of Australian Consumer Law.

### Unique Student Identifier

If you are a new or continuing student undertaking nationally recognised training you need a USI to receive your qualification or statement of attainment. Australian Agricultural Training can assist you with this or alternatively you can create your USI by going to <https://www.usi.gov.au/students/create-your-usi>

## Modes of Delivery

Australian Agricultural Training offers flexible learning and assessment options to learners. Delivery can be via:

- the workplace with monthly contact from your Trainer and workplace assessments scheduled.
- face to face workshops involving small group and individual activities sometimes held in the workplace
- a blended delivery that encompasses all or some of the above options to suit the learner.

Flexible delivery means providing training when it best suits the participant and / or employer. Flexible delivery focuses on **learning** rather than **teaching** and to provide the best possible learning experience for the participant. This means that the participant has greater control over what, when and how they learn.

## Refunds Policy

The following refund policy will apply:

- Learners, who give notice to cancel their enrolment **10 business days** or more prior to the commencement of a program, will be entitled to a full refund of fees paid.
- Learners who give notice to cancel their enrolment **9 business days** or less prior to the commencement of a program will be entitled to a 75% refund of fees paid. The amount retained (25%) by Australian Agricultural Training is required to cover the costs of staff and resources which will have already been committed based on the student's initial intention to undertake the training.
- Students who cancel their enrolment after a training program has commenced will not be entitled to a refund of fees of any fees paid in advance. An exception to this policy is where Australian Agricultural Training fails to fulfil its service agreement and fees are refunded under our guarantee to clients.

Discretion may be exercised by the Chief Executive Officer in all situations if the learner can demonstrate that extenuating or significant personal circumstance led to their withdrawal. In these cases, the learner should be offered a full credit toward the tuition fee in another scheduled program in-lieu of a refund. Chief Executive Officer may also authorise a refund of tuition fees if the circumstances require it.

Where refunds are approved, the refund payment must be paid to the learner within 14 days from the time the learner gave written notice to cancel their enrolment. Tuition refunds are to be paid via electronic funds transfer using the authorised bank account nominated by the learner on the Refund Request Form.

## Statutory Cooling Off Period

The Standards for Registered Training Organisations require a person to be informed of their right to a statutory cooling off period. A statutory cooling off period is defined within the Australian Consumer Law which was introduced in 2011. A statutory cooling off period (which is 10 days) is a period of time provided to a consumer to allow them to withdraw from a consumer agreement, where that agreement was established through unsolicited marketing or sales tactics. These include tactic such as door-to-door sales and telemarketing. A statutory cooling off period allows a consumer to withdraw from a sales agreement within 10 days of having received a sale contract without penalty. All staff are recommended to refer to the [Australian Consumer Law, Sales Practices Guide](#) for further details about a statutory cooling off period and our general obligations for consumer protection during the enrolment process.

## Our Guarantee to Clients

If for any reason Australian Agricultural Training is unable to fulfil its service agreement with a learner, Australian Agricultural Training must issue a full refund for any services not provided. The basis for determining "services not provided" is to be based on the units of competency completed by the learner and which can be issued in a statement of attainment at the time the service is terminated.

## Recognition of Prior Learning (RPL)

Students may be eligible to apply for RPL. This is the process of gaining formal recognition of previous training or knowledge and skills gained through other means such as: on-the-job experience or everyday life. Claims for recognition will be measured against specific criteria of the relevant Training Package or

accredited course requirements run by Australian Agricultural Training

In all cases, the onus is on the applicant to document and present a convincing case to justify a claim for RPL. Whilst Trainers and Assessors may provide guidance or assistance to the applicant, it remains the applicant's responsibility to present his/her case to the satisfaction of the RPL assessor.

Information regarding the RPL process is available from your course trainer or by contacting Australian Agricultural Training

### **Credit Transfers**

A process that provides students with credit outcomes for units of competency based on identified equivalence in content and learning outcomes between matched units of competency, that is transferable across states and institutions.

### **Legislative Requirements**

Australian Agricultural Training is subject to legislation related to training and assessment as well as general business practice. This legislation governs our obligations as a Registered Training Organisation, our obligations to learners, and relates to the industry in which we conduct training. This legislation is continually being updated and all Australian Agricultural Training representatives are made aware of these changes as they occur.

### **Assessment**

Assessment is defined as the process of '**collecting evidence and making judgments** on the nature and extent of progress towards the performance requirement set out in a (competency) standard, or learning outcome, and, at the appropriate point, making a judgment as to whether competency has been achieved'.

In simple terms, assessment is the process of collecting evidence and making judgments on whether competency has been achieved. In order to be assessed as competent (C), you will need to provide evidence, which demonstrates that you have the essential knowledge and skills to successfully complete the relevant unit to the required standard. Competency is simply about demonstrating that you can do the task with confidence to the required industry standard.

An assessment of 'Not Yet Competent' (NYC) is not a fail. It is simply a request for more information or further confirmation of the knowledge and skills required. Our Assessors will provide feedback to guide your resubmission and are available for contact if required.

The following are examples of assessment tools which may be incorporated into an assessment strategy to meet the Training Package and industry requirements, the rules of evidence and the principles of assessment:

- Direct observation checklist.
- Simulation exercises or role-plays.
- Project outlines and explanation sheets.
- Workplace templates.
- Written questionnaires.
- Verbal questionnaires.
- Portfolios, for example collections of work samples by the candidate.
- Product with supporting documentation or journal/logbook.
- Workplace samples/products; and
- Industry/workplace evidence reports.

This list of assessment tools identifies only a small number of assessment tools which are in use. These are however the more common tools and support holistic assessment methods favored by Australian Agricultural Training

Australian Agricultural Training aims to provide students with assessment marking results within four weeks of the student submitting their assessment. If assessment marking timeframes are extending beyond four weeks (e.g. times of peak demand, holiday period, unforeseeable circumstances having arisen), any students affected will be advised by email with an estimated timeframe.

### Issuing AQF Certificates

When the learner has completed all required units of competency, administrative staff will update the learner's enrolment record within RTO Manager to record the completion of the learner's training and enrolment. This then presents the opportunity to create the appropriate Qualification or Statement of Attainment and present this for authorisation by the Chief Executive Officer. Certificates are published direct from RTO Manager and include a unique certificate number and the learner's RTO Manager's number (not the learner's USI).

In addition to these items that uniquely identify the certificate it is also personally signed by the Chief Executive Officer and is embossed with the Australian Agricultural Training embossed seal. The embossed seal places a physical attribute to the certificate and together with the signature of the Chief Executive Officer make the certificate uniquely identifiable as an authentic document issued by the Australian Agricultural Training RTO.

### Third Party Provision

Australian Agricultural Training contracts Royal Life Saving New South Wales to provide the learning materials and assessments for the unit HLTAID003 Provide first aid. Australian Agricultural Training employs an accredited Royal Life Saving trainer and assessor to conduct the training and assess the learners

### Access and Equity

Australian Agricultural Training actively encourages the participation and involvement of a broad cross section of the community. This is achieved through the establishment of non-discriminatory student selection procedures, encouraging access for all members of the community.

If you do have any learning difficulties you are encouraged to discuss these with the training manager or trainer either prior to enrolling, or prior to the course commencing. Be assured that discussions with our trainers will be treated as confidential and will not hinder you from continuing your studies.

We provide guidance where possible to assist students in meeting their learning needs and course expectations through the provision of support by trainers and assessors. Trainers and Assessors are contactable through email and phone. Support may take the form offering additional tutorials, assisted technologies, gap training etc.

### Workplace Health and Safety

Australian Agricultural Training is committed to the proper management of work health and safety. We will provide a safe and healthy workplace for our staff, learners, contractors, and visitors by having a planned and systematic approach to the management of work health and safety. Work health and safety will be managed through Australian Agricultural Training management committee and in close consultation with staff, learners, contractors, and visitors.

### Additional Services

Please see the list below of contact details for possible support services. Please be aware that these services are not provided directly by Australian Agricultural Training:

#### Emergency Help

The following services are confidential and are available 24/7.

<b>Lifeline</b>	<p>For support and advice in a personal crisis.</p> <ul style="list-style-type: none"><li>• Age: For all ages</li><li>• Phone counselling 24 hour on call – 13 11 14</li><li>• Online web chat (<a href="https://www.lifeline.org.au/Get-Help/Online-Services/crisischat">https://www.lifeline.org.au/Get-Help/Online-Services/crisischat</a>) available seven days/week between 7:00pm – 4:00am (AEST/AEDT).</li></ul> <p>Check site for more details <a href="http://www.lifeline.org.au">www.lifeline.org.au</a></p>
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<b>Suicide Call Back Service</b>	Support if you, or someone you know, is feeling suicidal. <ul style="list-style-type: none"> <li>• Age: For all ages o Phone counselling 24 hour on call – 1300 65 94 67</li> <li>• Online web chat <a href="https://www.suicidecallbackservice.org.au/register">https://www.suicidecallbackservice.org.au/register</a> (24/7).</li> </ul> Check site for more details <a href="http://www.suicidecallbackservice.org.au">www.suicidecallbackservice.org.au</a>
<b>Mental Health and Information and Support Services</b>	Phone counselling 24 hour on call – 1800 011 511
<b>Drug and Alcohol Helpline</b>	Phone counselling 24 hour on call – 1800 422 599
<b>Domestic Violence Helpline</b>	Phone counselling – 1800 656 463

### **Privacy / Confidentiality Policy**

Australian Agricultural Training is a Registered Training Organisation with responsibility for delivering vocational education and training. Australian Agricultural Training collects and stores personal information on our learners and industry clients. Australian Agricultural Training complies with the Privacy Act 1988 (Commonwealth). This policy describes how Australian Agricultural Training collects, manages, uses, discloses, protects, and disposes of personal information in accordance with the thirteen Australian Privacy Principles (APPs) outlined in Schedule 1 of the Privacy Amendment (Enhancing Privacy Protection) Act 2012.

### **Marketing Policy**

Australian Agricultural Training has an advertising policy that ensures that written permission is obtained from students before any information about them is used in marketing/promotional material. Australian Agricultural Training identifies the Australian Qualification Framework level of courses and separates accredited courses in its advertisements. It accurately represents training products to prospective clients.

### **Complaints**

Australian Agricultural Training is committed to providing a fair and transparent complaint handling process.

#### **What is a Complaint?**

A complaint is generally negative feedback about services or people which has not been resolved locally. It may involve issues concerning:

- Australian Agricultural Training, its trainers, assessors, or other staff.
- a third party's services provided on the Australian Agricultural Training behalf, its trainers, assessors, or other staff; or
- a learner of Australian Agricultural Training.

#### **Early Resolution of Complaints**

In all cases, issues that arise during training and assessment that are the source of frustration or are in dispute should be resolved at the time they occur between the persons involved. It is often the case that complaints can be avoided by proper communication and respect between persons involved.

#### **Making a Complaint**

A complaint may be received by Australian Agricultural Training in any form and does not need to be formally documented by the complainant in order to be acted on. Complaints may be made by any person but are generally made by learners and/or employers.

To make a complaint, the person is recommended to complete the Australian Agricultural Training - Complaint Form. This form is available via our website. The completed complaint form is to be submitted to the Office Manager either in hard copy or electronically.

#### **Appeals**

Australian Agricultural Training is committed to providing a fair and transparent appeals handling process.



***What is an appeal?***

An appeal is an application by a learner for reconsideration of an unfavorable decision or finding during their time with Australian Agricultural Training. An appeal must be made in writing and specify the particulars of the decision or finding in dispute. Appeals must be lodged within **twenty-eight (28) working days** of the decision or finding is informed to the learner.

It is important to note that a learner may appeal any decision made by Australian Agricultural Training or a third-party providing services on Australian Agricultural Training's behalf. Contrary to the popular belief that appeal relates only to assessment decisions, appeals can relate to administrative decisions that Australian Agricultural Training may make. Examples of this include an appeal of a decision to deny a refund or to deny an application for credit transfer. As the process for handling and assessment appeal compared with an appeal of an administrative decision is slightly different, this difference has been catered for within this policy with adjusted processes for both situations.

To appeal a decision, the person is required to complete the Australian Agricultural Training - Request for Appeal of a Decision. This form is available via our website. The completed form is to be submitted to the Office Manager either in hard copy or electronically.

## Qualifications Offered by Australian Agricultural Training

### AHC20116 CERTIFICATE II IN AGRICULTURE

*This is a nationally recognized qualification.*

#### Qualification Description

This qualification provides an entry level occupational outcome in agriculture.

The qualification enables individuals to select a livestock production or cropping context as a job focus or, in the case of mixed farming enterprises, both.

Industry expects individuals with this qualification to carry out routine tasks under general supervision and exercise limited autonomy with some accountability for their own work.

This qualification is suitable for an Australian Apprenticeship. Job roles vary across different industry sectors and may include:

- Assistant animal attendant/stockperson
- Assistant Farm or Station hand
- Assistant Farm or Station worker
- Assistant Farm or Station labourer

No occupational licensing, legislative or certification requirements are known to apply to this qualification at the time of publication.

#### Delivery Structure

The course will be delivered part time over 6 months – 1 year, depending on the experience of the individual student and mode of delivery.

The training is offered at various locations across New South Wales and may be completed as an Australian Traineeship in the workplace, including School Based Traineeships.

#### Pathways and Recognition

No pre-requisite units are required to complete this entry level qualification. Students who have completed this qualification may continue their studies in Certificate III in Agriculture.

#### Student Contribution Fees

These are set by the NSW State Government and vary depending on your individual circumstances.

Australian Agricultural Training will issue a Quote to intending students for the NSW Government Student Contribution Fee. A payment plan/option can be selected by the student and Invoices will then be sent pertaining to selected payment option. Payment of fees is by Bank Transfer.

Australian Agricultural Training does not accept prepaid fees in excess of \$1500.

#### Government Subsidised Fee (for eligible students): Up to \$1340

The fee that is displayed is the price for a student completing their second qualification and meeting eligibility criteria. The fee you pay may be lower depending on your personal circumstances and eligibility for a subsidised place, a concession, or an exemption.

Please contact Australian Agricultural Training for a personal fee assessment.

#### Contacts

Phillip Ward 0432 665 331

[phillipward-aat@bigpond.com](mailto:phillipward-aat@bigpond.com)

John Dwyer 0427 324 435

[johndwyer-aat@bigpond.com](mailto:johndwyer-aat@bigpond.com)

## AHC20116 CERTIFICATE II IN AGRICULTURE

### Packaging Rules

18 units of competency must be completed to gain this certificate II level qualification. These include:

3 core units

15 elective units

7 units must come from elective group A

5 units must come from elective groups A or B

3 units aligned to AQF levels 1, 2, or 3 may be selected from the elective list, or this or any other endorsed Training Package or Accredited Course. Selected units must be relevant to job outcomes in agriculture and must be chosen to ensure the integrity of the qualification outcome at AQF level 2

**Units of Competency** (guide only) *Units can be changed to meet the learner's needs and their employment context, within the limits of the packaging rules specific to the qualification.*

Unit code:	Core Units:	
AHCWRK204	Work effectively in the industry	Core
AHCWRK209	Participate in environmentally sustainable work practices	Core
AHCWHS201	Participate in work health and safety processes	Core
	<b>Elective Units:</b>	
AHCCHM201	Apply chemicals under supervision	A
AHCINF201	Carry out basic electric fencing operations	A
AHCINF202	Install, maintain, and repair farm fencing	A
AHCLSK202	Care for health and welfare of livestock	A
AHCLSK204	Carry out regular livestock observation	A
AHCLSK205	Handle livestock using basic techniques	A
AHCLSK206	Identify and mark livestock	A
AHCLSK207	Load and unload livestock	A
AHCLSK209	Monitor water supplies	A
AHCLSK210	Muster and move livestock	A
AHCLSK211	Provide feed for livestock	A
AHCSOL202	Assist with soil or growing media sampling and testing	B
AHCWOL201	Pen sheep	B
AHCWOL202	Perform board duties	B
AHCWOL203	Carry out wool pressing	B

## AHC21416 CERTIFICATE II IN WOOL HANDLING

*This is a nationally recognized qualification.*

### Qualification Description

This qualification provides an entry level occupational outcome in wool handling. The wool industry expects individuals with this qualification to carry out routine wool handling tasks under general supervision and exercise limited autonomy with some accountability for their own work.

This qualification is suitable for an Australian Traineeship.

### Delivery Structure

The course will be delivered part time over six months – one year, depending on the experience of the individual learner and mode of delivery.

The training is offered across New South Wales and may be completed as an Australian Traineeship in the workplace, including School Based Traineeships.

### Pathways and Recognition

No pre-requisite units are required to complete this entry level qualification. Students who have completed this qualification may continue their studies in Certificate III in Advanced Wool Handling and Certificate IV in Wool Classing

### Student Contribution Fees

These are set by the NSW State Government and vary depending on your individual circumstances. Australian Agricultural Training will issue a Quote to intending students for the NSW Government Student Contribution Fee. A payment plan/option can be selected by the student and Invoices will then be sent pertaining to selected payment option. Payment of fees is by Bank Transfer. Australian Agricultural Training does not accept prepaid fees in excess of \$1500.

### Government Subsidised Fee (for eligible students): Up to \$1340

The fee that is displayed is the price for a student completing their second qualification and meeting eligibility criteria. The fee you pay may be lower depending on your personal circumstances and eligibility for a subsidised place, a concession, or an exemption.

Please contact Australian Agricultural Training for a personal fee assessment.

### Contacts

Phillip Ward                      0432 665 331                      [phillipward-aat@bigpond.com](mailto:phillipward-aat@bigpond.com)  
John Dwyer                        0427 324 435                      [johndwyer-aat@bigpond.com](mailto:johndwyer-aat@bigpond.com)

## AHC21416 CERTIFICATE II IN WOOL HANDLING

### Packaging Rules

8 core units of competency must be completed to gain this certificate II level qualification.

### Units of Competency.

Unit Code	Unit Title
AHCLSK217	Apply animal welfare principles to handling and husbandry of livestock
AHCSHG202	Assist in preparing for shearing and crutching
AHCWOL201	Pen sheep
AHCWOL202	Perform board duties
AHCWOL203	Carry out wool pressing
AHCWRK202	Observe environmental work practices
AHCWRK204	Work effectively in the industry
AHCWHS201	Participate in work health and safety processes

## AHC21316 CERTIFICATE II IN SHEARING

*This is a nationally recognized qualification.*

### QUALIFICATION DESCRIPTION

This qualification provides an entry level occupational outcome in shearing. It recognises the work of a novice shearer who is able to shear a minimum of 40 adult merino sheep or 50 adult crossbred sheep per day to an acceptable industry standard. The shearing industry expects this qualification to be achieved to meet job outcomes at this level.

This qualification is suitable for an Australian Traineeship.

### Delivery Structure

Flexible delivery with in-shed training and assessment with regional workshops in NSW.

The training is offered across New South Wales and may be completed as an Australian Traineeship in the workplace, including School Based Traineeships.

### Pathways and Recognition

No pre-requisite units are required to complete this entry level qualification. Students who have completed this qualification may continue their studies in Certificate III in Shearing.

Job roles for candidates with this qualification include Shearer novice level and crutcher.

### Student Contribution Fees

These are set by the NSW State Government and vary depending on your individual circumstances.

Australian Agricultural Training will issue a Quote to intending students for the NSW Government Student Contribution Fee. A payment plan/option can be selected by the student and Invoices will then be sent pertaining to selected payment option. Payment of fees is by Bank Transfer.

Australian Agricultural Training does not accept prepaid fees in excess of \$1500.

### Contacts

Phillip Ward 0432 665 331

[phillipward-aat@bigpond.com](mailto:phillipward-aat@bigpond.com)

John Dwyer 0427 324 435

[johndwyer-aat@bigpond.com](mailto:johndwyer-aat@bigpond.com)

## AHC21316 CERTIFICATE II IN SHEARING

### Packaging Rules

#### CORE AND ELECTIVE UNITS

Total number of units to complete: 9

Number of core units: 9

Number of elective units: Nil

Unit Code	Unit Title
AHCLSK217	Apply animal welfare principles to handling and husbandry of livestock
AHCSHG201	Crutch sheep
AHCSHG203	Shear sheep to novice level
AHCSHG205	Grind combs and cutters for shearing
AHCSHG206	Prepare handpiece for machine shearing
AHCSHG210	Undertake basic shearing and crutching
AHCWHS201	Participate in work health and safety processes
AHCWRK204	Work effectively in the industry
AHXWRK209	Participate in environmentally sustainable work practices

## AHC33016 CERTIFICATE III IN ADVANCED WOOL HANDLING

*This is a nationally recognized qualification.*

### Qualification Description

This qualification focuses on a specialist wool handling role and allows individuals who are already working in the wool handling industry to develop further skills and knowledge in order to fulfil specialist roles in the organisation. The wool industry expects individuals with this qualification to perform tasks involving a broad range of skilled applications applied in a wide variety of contexts, which may involve application of some discretion and judgement in selecting equipment, **services**, or contingency measures.

This qualification is suitable for an Australian Apprenticeship

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Shearing shed hands
- Wool handlers

### Delivery Structure

The course will be delivered part time over six months – one year, depending on the experience of the individual learner and mode of delivery.

The training is offered at various locations across New South Wales and may be completed as an Australian Traineeship in the workplace, including School Based Traineeships.

### Pathways and Recognition

No pre-requisite units are required to complete this entry level qualification. Students who have completed this qualification may continue their studies in Certificate III in Wool Clip Preparation, Certificate III in Advanced Wool Handling and Certificate IV in Wool Classing

### Student Contribution Fees

These are set by the NSW State Government and vary depending on your individual circumstances. Australian Agricultural Training will issue a Quote to intending students for the NSW Government Student Contribution Fee. A payment plan/option can be selected by the student and Invoices will then be sent pertaining to selected payment option. Payment of fees is by Bank Transfer. Australian Agricultural Training does not accept prepaid fees in excess of \$1500.

### Contacts

Phillip Ward	0432 665 331	<a href="mailto:phillipward-aat@bigpond.com">phillipward-aat@bigpond.com</a>
John Dwyer	0427 324 435	<a href="mailto:johndwyer-aat@bigpond.com">johndwyer-aat@bigpond.com</a>

## AHC21416 CERTIFICATE III IN ADVANCED WOOL HANDLING

### Packaging Rules

10 units of competency must be completed to gain this certificate III level qualification. These include:

9 core units

1 elective units

### Core Units

Unit Code	Unit Title
<b>Livestock</b>	
AHCLSK217	Apply animal welfare principles to handling and husbandry of livestock
<b>Wool</b>	
AHCWOL201	Pen sheep

AHCWOL203	Carry out wool pressing
AHCWOL304	Prepare fleece wool for classing
AHCWOL305	Prepare skirtings and oddments
AHCWOL308	Prepare facilities for shearing and crutching
AHCWOL311	Perform shed duties
<b>Work</b>	
AHCWRK306	Comply with industry quality assurance requirements
<b>Work health and safety</b>	
AHCWHS301	Contribute to work health and safety processes

**Elective Units - Select at least 1 unit from the elective list**

Unit Code	Unit Title
<b>Wool</b>	
AHCWOL303	Prepare wool based on its characteristics
AHCWOL310	Press wool for a clip

## AHC32916 CERTIFICATE III IN SHEARING

*This is a nationally recognized qualification.*

### QUALIFICATION DESCRIPTION

This qualification covers occupational outcome for shearing at the professional level. It requires a high standard of workmanship at a rate of at least 120 adult merino sheep or 140 adult crossbred sheep per day. The shearing industry expects this qualification to be achieved to meet job outcomes at this level.

This qualification is suitable for an Australian Traineeship.

### Delivery Structure

Flexible delivery with in-shed training and assessment with regional workshops in NSW.

The training is offered across New South Wales and may be completed as an Australian Traineeship in the workplace, including School Based Traineeships.

### Pathways and Recognition

To be eligible to enrol into this qualification applicants must be able to demonstrate shearing skills and knowledge at Certificate II in shearing level by completion of that certificate or by recognition of prior learning.

### Student Contribution Fees

These are set by the NSW State Government and vary depending on your individual circumstances.

Australian Agricultural Training will issue a Quote to intending students for the NSW Government Student Contribution Fee. A payment plan/option can be selected by the student and Invoices will then be sent pertaining to selected payment option. Payment of fees is by Bank Transfer.

Australian Agricultural Training does not accept prepaid fees in excess of \$1500.

### Contacts

Phillip Ward

0432 665 331

[phillipward-aat@bigpond.com](mailto:phillipward-aat@bigpond.com)

## AHC32916 CERTIFICATE III IN SHEARING

### Packaging Rules

### CORE AND ELECTIVE UNITS

Total number of units to complete: 8

Number of core units: 8

Number of elective units: Nil

Unit Code	Unit Title
AHCLSK331	Comply with industry animal welfare requirements
AHCSHG204	Shear sheep to improver level
AHCSHG302	Prepare combs and cutters for machine shearing
AHCSHG303	Maintain and service shearing handpieces
AHCSHG304	Shear sheep to a professional level
AHCSHG305	Maintain consistent shearing performance
AHCWRK305	Coordinate work site activities
AHCWHS301	Contribute to work health and safety processes



## AHC30116 CERTIFICATE III IN AGRICULTURE

*This is a nationally recognized qualification.*

### Qualification Description

This qualification provides a general vocational outcome in agriculture. The qualification enables individuals to select a livestock production, cropping or livestock context as a job focus or, in the case of mixed farming enterprises, both cropping and livestock.

Industry expects individuals with this qualification to perform tasks involving a broad range of skilled applications applied in a wide variety of contexts, which may involve application of some discretion and judgement in selecting equipment, services, or contingency measures.

Job roles vary across different industry sectors and may include:

- Farm or station hand
- Farm or station worker
- Livestock transport driver

The testamur issued for this qualification is to be titled AHC30115 Certificate III in Agriculture.

This qualification is suitable for an Australian Apprenticeship.

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

### Delivery Structure

The course will be delivered part time over 6 months – 1 year, depending on the experience of the individual learner and mode of delivery.

The training is offered at various locations across New South Wales and may be completed as an Australian Traineeship in the workplace, including School Based Traineeships.

### Pathways and Recognition

No pre-requisite units are required to complete this entry level qualification. Students who have completed this qualification may continue their studies in Certificate IV in Agriculture.

### Student Contribution Fees

These are set by the NSW State Government and vary depending on your individual circumstances.

Australian Agricultural Training will issue a Quote to intending students for the NSW Government Student Contribution Fee. A payment plan/option can be selected by the student and Invoices will then be sent pertaining to selected payment option. Payment of fees is by Bank Transfer.

Australian Agricultural Training does not accept prepaid fees in excess of \$1500.

### Contacts

Phillip Ward	0432 665 331	<a href="mailto:phillipward-aat@bigpond.com">phillipward-aat@bigpond.com</a>
John Dwyer	0427 324 435	<a href="mailto:johndwyer-aat@bigpond.com">johndwyer-aat@bigpond.com</a>

## AHC30116 CERTIFICATE III IN AGRICULTURE

### Packaging Rules

16 units of competency must be completed to gain this certificate II level qualification. These include:

2 core units

14 elective units

5 units must come from elective group A

5 units must come from elective groups A or B

4 units aligned to AQF levels 1, 2, or 3 may be selected from the elective list, or this or any other endorsed Training Package or Accredited Course. Selected units must be relevant to job outcomes in agriculture and must be chosen to ensure the integrity of the qualification outcome at AQF level 3

**Units of Competency** (guide only) Units can be changed to meet the learner's needs and their employment context, within the limits of the packaging rules specific to the qualification.

<b>Unit code:</b>	<b>Core Units:</b>	
AHCWRK309	Apply environmentally sustainable work practices	Core
AHCWHS301	Contribute to work health and safety processes	Core
	<b>Elective Units:</b>	
AHCCHM307	Prepare and apply chemicals to control pests, weeds and diseases	A
AHCCHM304	Transport and store chemicals	A
HLTAID011	Provide first aid	A
AHCINF302	Plan and construct an electric fence	A
AHCINF303	Plan and construct conventional fencing	A
AHCLSK301	Administer medication to livestock	A
AHCLSK305	Maintain livestock water supplies	A
AHCLSK308	Identify and draft livestock	A
AHCLSK311	Implement feeding plans for livestock	A
AHCLSK325	Castrate livestock	A
AHCWRK204	Work effectively in the industry	A
AHCSOL401	Sample soils and interpret results	B
AHCWOL310	Press wool for a clip	B
AHCWOL311	Perform shed duties	B

## AHC41316 CERTIFICATE IV IN WOOL CLASSING

*This is a nationally recognized qualification.*

### Qualification Description

AHC41315 Certificate IV in Wool Classing provides students with the opportunity to gain a qualification in Wool Classing, and to work as a Professional Wool Classer throughout Australia. As Wool Classers play such an important role within the wool industry they require detailed knowledge of the characteristics of a broad range of wool types, as well as have well developed supervision and team leadership skills.

Students who successfully meet the competency requirements of the Certificate IV in Wool Classing qualification are able to register as a Professional Wool Classer with the Australian Wool Exchange (AWEX Ltd).

Work undertaken by Professional Wool Classers in an operational environment includes:

- Supervising wool handlers
- Determining the classing strategy for the wool clip
- Monitoring shearing shed duties
- Establishing and maintaining the shed's Work Health and Safety program
- Arranging employment
- Managing shearing operations
- Accounting for shearing shed supplies
- Preparing team wages

### Delivery Structure

The course will be delivered flexibly over 12 months -18 months, depending on the experience of the individual learner and mode of delivery.

The training is offered at various locations across New South Wales and may be completed as an Australian Traineeship in the workplace.

### Pathways and Recognition

No pre-requisite units are required to complete this qualification. Students who have completed AHC33015 Certificate III in Wool Clip Preparation or Certificate III in Advanced Wool Handling may apply to have their prior training recognized.

### Student Contribution Fees

These are set by the NSW State Government and vary depending on your individual circumstances.

Australian Agricultural Training will issue a Quote to intending students for the NSW Government Student Contribution Fee. A payment plan/option can be selected by the student and Invoices will then be sent pertaining to selected payment option. Payment of fees is by Bank Transfer.

Australian Agricultural Training does not accept prepaid fees in excess of \$1500.

### Contacts

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## AHC41316 CERTIFICATE IV IN WOOL CLASSING

### Packaging Rules

14 core units of competency must be completed to gain this certificate IV level qualification.

### Units of Competency

Unit Code	Unit Title
<b>First Aid</b>	
HLTAID011	Provide first aid
<b>Wool</b>	
AHCWOL301	Appraise wool using industry descriptions
AHCWOL303	Prepare wool based on its characteristics
AHCWOL304	Prepare fleece wool for classing
AHCWOL305	Prepare skirtings and oddments
AHCWOL307	Document a wool clip
AHCWOL310	Press wool for a clip
AHCWOL311	Perform shed duties
AHCWOL401	Determine wool classing strategies
AHCWOL403	Plan, implement and review wool harvesting and clip preparation
AHCWOL404	Establish work routines and manage wool harvesting and preparation staff
AHCWOL405	Class fleece wool
<b>Work</b>	
AHCWRK401	Implement and monitor quality assurance procedures
<b>Work Health and Safety</b>	
AHCWHS401	Maintain work health and safety processes