Workplace Learning Record

VCE VET Agriculture, Horticulture, Conservation and Ecosystem Management



AHC20416 Certificate II in Horticulture

**Student name**:

Modification history

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| --- | --- | --- | --- |
| Version | Status | Release Date | Comments |
| 1.0 | Current | May 2022 | Original document |

Authorised and published by the Victorian Curriculum and Assessment Authority  
Level 7, 2 Lonsdale Street  
Melbourne VIC 3000

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SWL Recognition

Structured Workplace Learning (SWL) recognition provides you with the opportunity to gain credit into your VCE or VCAL for undertaking SWL that matches your VCE VET program.

To receive recognition and credit, you will be required to reflect on your experience in the workplace and how this relates to your VET course. Your reflections are to be recorded in the three sections of this Workplace Learning Record (WLR).

About this workplace learning record

This WLR helps you gather evidence for assessment and is part of the requirement for obtaining SWL recognition.

To be eligible for one unit of credit towards your VCE or VCAL, you must:

* be enrolled in a minimum of 180 nominal hours of units of competency (UoCs) from the AHC20416 Certificate II in Horticulture
* undertake a minimum of 80 hours (equivalent to 10 days of work) in an agriculture, horticulture, conservation, and land management industry placement
* reflect on a minimum of six UoCs from your program including the WHS UoC (AHCWHS201 - see page 8).

VCE VET Agriculture, Horticulture, Conservation and Ecosystem Management

AHC20416 / Certificate II in Horticulture

The VCE VET Agriculture, Horticulture, Conservation and Ecosystem Management program is drawn from a national training package and offers a portable qualification which is recognised throughout Australia.

Knowledge and skills gained from this qualification are from units of competency including developing and maintaining plants and landscapes, propagation, tending nursery plants and planting, pruning, and treating weeds, pests, and diseases. Employment opportunities exist in several industry sectors such as landscaping, nursery, parks and gardens, and turf management.

Job roles vary across different industry sectors and may include:

* horticulture worker
* horticulture assistant
* assistant gardener
* assistant nursery worker.

Specifically, a graduate of this course may:

* undertake an apprenticeship, traineeship or cadetship leading into a range of related careers
* enrol in Certificate III qualifications in the horticulture sector
* gain entry level employment in related industries
* undertake higher level VET certificates in the horticulture sector or a degree in a related industry.

Workplace Learning Record

The WLR is divided into three sections.

**Section 1**: Learner profile

**Section 2**: Learning about VET UoCs in the workplace

**Section 3**: Post-placement reflections

Please complete the details of your workplace.

|  |  |
| --- | --- |
| Employer/Company/Business |  |
| Supervisor name |  |
| Contact phone number |  |

|  |  |
| --- | --- |
| Employer/Company/Business |  |
| Supervisor name |  |
| Contact phone number |  |

|  |  |
| --- | --- |
| Employer/Company/Business |  |
| Supervisor name |  |
| Contact phone number |  |

Section 1: Learner profile

Complete the learner profile and discuss this with your host employer on or before your first day of placement.

|  |  |
| --- | --- |
| **Name** |  |
| **School** |  |
| **Phone number** |  |
| **Email** |  |
| **Explain why you decided to undertake this VET course?** | |
|  | |
| **List the other subjects that you are undertaking.** | |
|  | |
| **Explain why you have chosen this overall program.** | |
|  | |
| **Outline what interests you about the industry.** | |
|  | |
| **What is your planned career path or future career aspiration?** | |
|  | |
| **Describe any workplace skills you have developed through previous work experience, SWL or part time employment.** | |
|  | |
| **How have you developed these skills?** | |
|  | |

Section 2: Learning about VET units of competency in the workplace

This WLR contains three key questions per UoC designed to draw out related experiences you may be exposed to in a workplace.

This does not cover all the elements or performance criteria within the units and is not designed as a UoC assessment tool.

You should comment on the UoCs you have experienced in the workplace and reflect on actual observations or activities that you have been exposed to. Your observations will:

* reinforce the training you have undertaken
* identify differences in practice or equipment
* identify areas requiring further training or practical experience.

You are encouraged to take photos and/or video where appropriate to showcase learning in the workplace. Evidence you collect can include:

* observations
* descriptions of activities and tasks
* conversations with employers and other staff
* participation in meetings
* workplace documents
* research in the workplace
* photos of equipment/processes/events
* video of workplace activities.

**Note**: please speak to your host employer before taking photos or video. Do not use the names or details of any clients / stakeholders external to the organisation / other. This record does not require identifying actual people or events, as this may breach confidentiality.

Program outline

AHC20416 Certificate II in Horticulture

UoCs included in this program are listed below. There are compulsory UoCs, along with a selection of electives. You can make a note of any UoC that relates to your experiences in the workplace. Indicate the year you are undertaking each UoC.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Unit code | Unit of Competency | Nominal Hours | Year | Page |
| **Work, Health and Safety Units** | | | | |
| AHCWHS201 | Participate in work health and safety processes | 20 |  | 8 |
| **Compulsory** | | | | |
| AHCPCM201 | Recognise plants | 40 |  | 9 |
| AHCPMG201 | Treat weeds | 40 |  | 10 |
| AHCPMG202 | Treat plant pests, diseases and disorders | 30 |  | 11 |
| AHCSOL202 | Assist with soil or growing media sampling and testing | 30 |  | 12 |
| **Electives** | | | | |
| AHCLSC201 | Assist with landscape construction work | 30 |  | 13 |
| AHCLSC202 | Construct low-profile timber or modular retaining walls | 50 |  | 14 |
| AHCLSC203 | Install aggregate paths | 20 |  | 15 |
| AHCLSC204 | Lay paving | 30 |  | 16 |
| AHCMOM203 | Operate basic machinery and equipment | 20 |  | 17 |
| AHCNSY202 | Care for nursery plants | 30 |  | 18 |
| AHCNSY203 | Undertake propagation activities | 30 |  | 19 |
| AHCPGD201 | Plant trees and shrubs | 20 |  | 20 |
| AHCPGD203 | Prune shrubs and small trees | 35 |  | 21 |

List any other units you are undertaking and include comments regarding additional units on page 22.

VCE VET units of competency

AHCWHS201 Participate in work health and safety processes

This unit of competency describes the skills and knowledge required to recognise and report hazards in the workplace. It also describes the skills and knowledge required to follow work health and safety (WHS) procedures and directions.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| How did you learn about the WHS policies and procedures in your workplace? |  |
| Briefly outline what you observed about the designated WHS role within the workplace. |  |
| In your experience, in this workplace, what are the specific WHS issues when responding to incidents? |  |

AHCPCM201 Recognise plants

This unit of competency describes the skills and knowledge required to recognise commonly encountered plants. Plants include desired species as well as weeds.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| What were the processes used in the workplace to identify a range of desirable and non-desirable plants? |  |
| Outline the different types of plants that you were required to recognise in the workplace.  What characteristics and significant features of plants allow you to identify plants? |  |
| What workplace records were completed regarding the recognition of plants? |  |

AHCPMG201 Treat weeds

This unit of competency describes the skills and knowledge required to recognise significant weed species and apply a range of weed treatment control options.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| How did the workplace prepare to treat weeds? |  |
| What was your role in treating weeds in the workplace? |  |
| Outline the processes and equipment that you observed being used in the workplace for treating weeds. |  |

AHCPMG202 Treat plant pests, diseases and disorders

This unit of competency describes the skills and knowledge required to treat plant pests, diseases, and disorders.

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| --- | --- |
| **Respond to the following** | **Comments/observations** |
| What was the process used by the workplace in preparing to treat plant pests, diseases, and disorders? |  |
| What safety precautions and personal protective equipment (PPE) did you observe being used in the workplace while treating plant pests, diseases, and disorders? |  |
| Outline the treatments to plant pests, diseases, and disorders that you observed occurring in the workplace. |  |

AHCSOL202 Assist with soil or growing media sampling and testing

This unit of competency describes the skills and knowledge required to assist with the sampling and testing of soil or growing media sampling and testing.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| How did the workplace collect soil and media samples for testing? |  |
| What was your role in collecting and testing soil or media samples? |  |
| Outline the various basic tests on soil or media samples that you observed in the workplace. |  |

AHCLSC201 Assist with landscape construction work

This unit of competency describes the skills and knowledge required to provide support to others undertaking landscape works in public, commercial and domestic situations.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| What materials, tools and equipment did you observe being used for landscaping work in the workplace? |  |
| What personal protective equipment (PPE) were you required to use in the workplace? |  |
| Outline the landscape construction work that you assisted with while on SWL placement. |  |

AHCLSC202 Construct low-profile timber or modular retaining walls

This unit of competency describes the skills and knowledge required to construct low-profile timber or modular retaining walls in landscape settings.

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| --- | --- |
| **Respond to the following** | **Comments/observations** |
| How did the workplace mark out the site for the retaining wall? |  |
| What equipment was used in the workplace for constructing low-profile timber or modular retaining walls? |  |
| What was your role in the workplace for installing retaining wall components? |  |

AHCLSC203 Install aggregate paths

This unit of competency describes the skills and knowledge required to install aggregate paths in landscape projects.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| What was the process followed in the workplace for setting out a site for path construction? |  |
| Outline how the ground was prepared in the workplace including the equipment used. |  |
| How did you assist in the laying of surface aggregate materials in the workplace? |  |

AHCLSC204 Lay paving

This unit of competency describes the skills and knowledge required to lay modular paving in landscape projects.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| How did the workplace plan and prepare for paving work? |  |
| Describe the various laying patterns that you observed in the workplace. |  |
| What was your role in laying paving in the workplace? |  |

AHCMOM203 Operate basic machinery and equipment

This unit of competency describes the skills and knowledge required to operate and maintain machinery and equipment. This unit does not apply to chainsaws, tractors, vehicles, and earth moving equipment.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| What basic machinery and equipment was used in the workplace? |  |
| Describe a situation where you operated basic machinery or equipment in the workplace and the safety requirements that you were required to adhere to. |  |
| What maintenance was carried out in the workplace on basic machinery and equipment? Explain the process you observed. |  |

AHCNSY202 Care for nursery plants

This unit of competency describes the skills and knowledge required to maintain and care for containerised nursery plants.

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| --- | --- |
| **Respond to the following** | **Comments/observations** |
| What were the tools and equipment used in the workplace to care for plants? |  |
| What types of nursery plants were you involved in caring for?  What did this involve? |  |
| How was waste managed in the workplace?  What recycling processes were in place? |  |

AHCNSY203 Undertake propagation activities

This unit of competency describes the skills and knowledge required to carry out a range of propagation tasks.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| How did the workplace prepare for plant propagation? |  |
| What tools and equipment were used by the workplace to propagate plants? |  |
| Outline the different types of plants that you observed being propagated and describe the processes used. |  |

AHCPGD201 Plant trees and shrubs

This unit of competency describes the skills and knowledge required to manually plant trees and shrubs and other containerised and bare-rooted plants.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| How did the workplace prepare for planting?  What equipment and tools were used? |  |
| Describe your role in installing trees, shrubs and/or other plants in the workplace. |  |
| What processes did the workplace follow to clean and store tools and equipment? |  |

AHCPGD203 Prune shrubs and small trees

This unit of competency describes the skills and knowledge required to prune shrubs and small trees that are less than three meters in height while standing on the ground.

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| --- | --- |
| **Respond to the following** | **Comments/observations** |
| How did the workplace identify pruning requirements? |  |
| What were the various pruning methods used in the workplace? |  |
| What was your role in pruning shrubs and small trees in the workplace?  What tools did you use? |  |

Comments/observations on any other unit(s) of competency not listed

|  |  |
| --- | --- |
| **Unit(s)** | **Comments/observations** |
|  |  |

Section 3: Student post-placement reflection

Employability skills are a set of eight skills we use every day in the workplace.

1. Communication
2. Teamwork
3. Problem solving
4. Self-management
5. Planning and organising
6. Technology
7. Learning
8. Initiative and enterprise

When you are on work placement, you will be using employability skills in many ways.

This record will assist you when applying for jobs and in interviews. The skills you are developing may be transferred to a range of occupations. Assessment of SWL recognition is based on a discussion of each of the sections from this booklet with a school representative.

In Section 3, identify the employability skills you have used and how you have demonstrated them in the workplace. Identify how the skills you have acquired and used during your 80 hours of SWL might assist you in the future.

List of employability skills

How did you demonstrate **communication skills**? For example, by listening and understanding, speaking clearly and directly, or reading and writing.

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| --- |
|  |

How did you demonstrate **teamwork**? For example, by working as part of a team or sharing ideas and resources with co-workers.

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|  |

How did you demonstrate **problem solving**? For example, by identifying problems or developing solutions to workplace issues.

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|  |

How did you demonstrate **self-management**? For example, by taking responsibility, managing time and tasks effectively, monitoring your own performance or having the ability to work unsupervised.

|  |
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How did you demonstrate **planning and organising**? For example, by time management, setting priorities, making decisions, setting goals, collecting, or analysing and organising information.

|  |
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|  |

How did you demonstrate the use of **technology**? For example, by being prepared to use a range of technology systems, IT skills (typing or data entry), or being able to learn new skills from the technology used in this industry.

|  |
| --- |
|  |

How did you demonstrate **learning**? For example, by being willing to learn new things, being open to new ideas or adapting to change.

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|  |

How did you demonstrate **initiative and enterprise**? For example, being creative, adapting to new situations, turning ideas into actions, coming up with a variety of options.

|  |
| --- |
|  |

Summary of industry learning

At the conclusion of your SWL for this VET Qualification, think about the experiences you have had in the workplace, your reflection of learning against the UoCs and the employability skills you have developed.

How will these learnings assist you in your pathway to employment or further training in this industry?

|  |
| --- |
|  |

Student declaration

I confirm that I have undertaken work placement with:

|  |  |
| --- | --- |
| **Employer/Company/Business name** | **Total hours of placement** |
|  |  |
|  |  |
|  |  |
| **TOTAL** |  |

I have completed the reflections and evidence submitted in this WLR and they are from my own experiences.

**Signed** (Student)

**Name** (Block letters)

**Date**