Workplace Learning Record

VCE VET Agriculture, Horticulture and Conservation and Land Management



AHC20116 Certificate II in Agriculture

**Student name**:

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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 workplace learning record helps you gather evidence for assessment and is part of the requirement for obtaining SWL Recognition.

To be eligible for one Unit towards your VCE or VCAL, you must:

* be enrolled in a minimum of 180 hours of units of competency (UoC) from the AHC20116 Certificate II in Agriculture
* undertake a minimum of 80 hours (equivalent to 10 days of work) in an agriculture, horticulture and conservation and land management industry placement
* reflect on a minimum of six units of competency (UoC) from your program including the WHS UoC (AHCWHS201 — see page 8).

VCE VET Agriculture, Horticulture, Conservation and Land Management

AHC20116 Certificate II in Agriculture

The VCE VET Agriculture program 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.

Job roles vary across different industry sectors and may include:

* assistant animal attendant/stockperson
* assistant farm or station hand/labourer.

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 agriculture sector
* gain entry level employment in related industries
* undertake higher level VET certificates in the agriculture sector or a degree in a related industry.

Workplace Learning Record

The workplace learning record is divided into three sections.

**Section 1**: Learner profile

**Section 2**: Learning about VET units of competency 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** |  |
| **Contact information** |  |

Within your VCE/VCAL why did you undertake this VET course?

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What VCE/VCAL subjects are you also undertaking?

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Why have you chosen this overall VCE/VCAL program?

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Program outline

AHC20116 Certificate II in Agriculture

**Units of competency** (UoC) included in this program are listed below. There are compulsory UoC, along with a selection of electives. You can make a note of any UoC that relates to your experiences in the workplace. Also indicate the year you’re undertaking each UoC.

|  |  |  |  |
| --- | --- | --- | --- |
| Unit code | Unit of Competency | Year | Page |
| **VCE VET Units 1–4** | | | |
| **Compulsory** | | | |
| AHCWHS201 | Participate in work health and safety processes |  | 8 |
| AHCWRK204 | Work effectively in the industry |  | 9 |
| AHCWRK209 | Participate in environmentally sustainable work practices |  | 10 |
| **Electives** | | | |
| AHCINF201 | Carry out basic electric fencing repairs |  | 11 |
| AHCINF202 | Install, maintain and repair farm fencing |  | 12 |
| AHCMOM202 | Operate tractors |  | 13 |
| AHCLSK202 | Care for health and welfare of livestock |  | 14 |
| AHCLSK205 | Handle livestock using basic techniques |  | 15 |
| AHCLSK211 | Provide feed for livestock |  | 16 |
| MEM18002B | Use power tools/hand held operations |  | 17 |
| AHCBAC202 | Assist agricultural crop maintenance |  | 18 |
| AHCCHM201 | Apply chemicals under supervision |  | 19 |
| AHCIRG216 | Assist with surface irrigation operations |  | 20 |
| AHCLSK209 | Monitor water supplies |  | 21 |
| AHCLSK210 | Muster and move livestock |  | 22 |
| AHCMOM211 | Operate side-by-side utility vehicles |  | 23 |
| AHCDRY201 | Milk livestock |  | 24 |
| HLTAID002 | Provide basic emergency life support |  | 25 |

List any other units you are undertaking and include comments regarding additional units on page 26.

What interests you about the industry?

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| --- |
|  |

What is your planned career path or future career aspiration?

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| --- |
|  |

Describe any workplace skills you have developed through previous work experience, SWL or part time employment?

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

This workplace learning record contains three key questions per UoC designed to draw out related experiences you may be exposed to in an agriculture 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 units you’ve 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. This record does not require identifying actual people or events, as this may breach confidentiality.

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? |  |

AHCWRK204 Work effectively in the industry

This unit of competency describes the skills and knowledge required to work effectively on an individual basis and with others as well as within a hierarchy of management.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| What were your employer’s expectations? |  |
| Briefly outline how workplace cooperation was promoted in the workplace. |  |
| How did you contribute to a productive work environment?  How was industry knowledge shared? |  |

AHCWRK209 Participate in environmentally sustainable work practices

This unit of competency describes the skills and knowledge required to follow workplace procedures and instructions and to participate in environmentally sustainable work practices.

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| --- | --- |
| **Respond to the following** | **Comments/observations** |
| What were the workplace environmental and resource efficiency issues? |  |
| What environmental regulations did the workplace have to take into account? |  |
| How was the workplace trying to improve environmental practices and resource efficiency? |  |

AHCINF201 Carry out basic electric fencing operations

This unit of competency describes the skills and knowledge required to install and maintain electric fences.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| How did the workplace prepare for fencing operations? |  |
| What tools and equipment were used by the workplace for erecting, installing and repairing electric fencing? |  |
| How did the workplace dispose of all non-reusable materials?  Was this environmentally friendly? |  |

AHCINF202 Install, maintain and repair farm fencing

This unit of competency describes the skills and knowledge required to install, maintain and repair farm fencing.

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| --- | --- |
| **Respond to the following** | **Comments/observations** |
| What was your role in farm fence installation in the workplace? |  |
| What tools and equipment were used by the workplace for erecting and repairing farm fencing? |  |
| What workplace records were completed regarding the installation and repair of farm fencing? |  |

AHCMOM202 Operate tractors

This unit of competency describes the skills and knowledge required to operate tractors with and without attached equipment. Individuals who work at this level must be thoroughly instructed in all work health and safety aspects of operating tractors.

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| --- | --- |
| **Respond to the following** | **Comments/observations** |
| How did the workplace conduct safety preoperational checks on both the tractor and any attached equipment? |  |
| Describe the operation and use of tractors in the workplace. |  |
| What processes did the workplace follow to clean, decontaminate, secure and store tractors and attached equipment? |  |

AHCLSK202 Care for health and welfare of livestock

This unit of competency describes the skills and knowledge required to care for the health and welfare of livestock.

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| --- | --- |
| **Respond to the following** | **Comments/observations** |
| What livestock did the workplace work with and how was their health and welfare monitored and assessed? |  |
| Describe how the workplace treated sick and injured livestock or made arrangements to humanely destroy livestock, if necessary. |  |
| Describe how the workplace administered drenches, vaccines and prescribed treatments to livestock. |  |

AHCLSK205 Handle livestock using basic techniques

This unit of competency describes the skills and knowledge required to safely move, draft and control livestock using basic methods and procedures in an agricultural enterprise.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| How did the workplace identify, prepare and maintain livestock handling areas, gates and access routes? |  |
| Describe the techniques used in the workplace to move livestock to designated handling areas. |  |
| Describe how the workplace restrained livestock safely and with minimum stress and discomfort in line with enterprise animal welfare policies. |  |

AHCLSK211 Provide feed for livestock

This unit of competency describes the skills and knowledge required to prepare and provide feed for livestock.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| How did the workplace develop feeding plans and ensure that feed and feed supplements were prepared in line with these plans? |  |
| What livestock were you involved in feeding in the workplace?  Describe the feeding process. |  |
| What records were maintained by the workplace regarding feeding?  What were these records used for? |  |

MEM18002B Use power tools/hand held operations

This unit covers using a range of hand held power tools and fixed power tools for hand held operations for a variety of general engineering applications.

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

AHCBAC202 Assist agricultural crop maintenance

This unit of competency describes the skills and knowledge required to assist others to maintain agricultural crops.

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| **Respond to the following** | **Comments/observations** |
| How did the workplace prepare for agricultural crop maintenance operations? |  |
| What was your role in assisting with the implementation of maintenance operations? |  |
| Outline the various crop maintenance programs that you observed in the workplace. |  |

AHCCHM201 Apply chemicals under supervision

This unit of competency describes the skills and knowledge required to apply chemicals using workplace-specific application equipment under supervision.

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| **Respond to the following** | **Comments/observations** |
| What was the process used by the workplace in preparing to handle chemicals? |  |
| What safety precautions and personal protective equipment (PPE) did you observe being used in the workplace while applying chemicals? |  |
| Outline the uses of chemicals that you observed in the workplace. |  |

AHCIRG216 Assist with surface irrigation operations

This unit of competency covers the skills and knowledge required to assist with installing, operating and maintaining surface irrigation operations.

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| --- | --- |
| **Respond to the following** | **Comments/observations** |
| How did the workplace prepare for agriculture surface irrigation operations? |  |
| What was your role in assisting with the setup of surface irrigation systems? |  |
| Outline the surface irrigation work that you observed in the workplace. |  |

AHCLSK209 Monitor water supplies

This unit of competency describes the skills and knowledge required to monitor the supply of suitable water for livestock from water storages and sources.

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| **Respond to the following** | **Comments/observations** |
| How did the workplace monitor water supplies? |  |
| What was your role in inspecting and clearing intake and outlet points on water supplies? |  |
| Outline the water delivery equipment that you observed being used in the workplace. |  |

AHCLSK210 Muster and move livestock

This unit of competency describes the skills and knowledge required to muster and move livestock as part of a team.

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| **Respond to the following** | **Comments/observations** |
| How did the workplace identify mustering requirements? |  |
| What was your role in locating livestock and the muster process? |  |
| How were livestock moved in the workplace and what were the reasons for moving them? |  |

AHCMOM211 Operate side-by-side utility vehicles

This unit of competency describes the skills and knowledge required to undertake work using a side-by-side utility vehicle used for general transport, carrying loads, towing small trailers and mustering stock.

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| **Respond to the following** | **Comments/observations** |
| How did the workplace prepare side-by-side utility vehicles for use? |  |
| What was your role in operating side-by-side utility vehicles?  Explain the types of vehicles that were used. |  |
| What process was followed after work was completed using a side-by-side vehicle? |  |

AHCDRY201 Milk livestock

This unit of competency describes the skills and knowledge required to milk livestock.

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| **Respond to the following** | **Comments/observations** |
| Explain the processes used in the workplace for milking livestock. |  |
| What was your role in milking livestock?  Explain what you were required to do. |  |
| How were the dairy facilities cleaned?  What detergents and cleaning supplies were used? |  |

HLTAID002 Provide basic emergency life support

This unit describes the skills and knowledge required to recognise and respond to life-threatening emergencies in line with the Australian Resuscitation Council (ARC) Guidelines.

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| **Respond to the following** | **Comments/observations** |
| What was the procedure for responding to an emergency situation in the workplace? |  |
| Briefly outline the role that you observed of the person responsible for First Aid within the workplace. |  |
| In your experience in this workplace, how were details of incidents reported? |  |

Comment/observation on any other unit of competency/s 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. Team work
3. Problem solving
4. Self-management
5. Planning and organising
6. Technology
7. Learning
8. Initiative & enterprise

When you’re on work placement, you’ll be using employability skills in many different ways.

This record will assist you when applying for jobs and in interviews. The skills you’re 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’ve used and how you’ve demonstrated them in the workplace. Identify how the skills you 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 skills.

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How did you demonstrate **team work**? 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 activities.

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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.

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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.

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Summary of industry learning

At the conclusion of your SWL for this VET Qualification, think about the experiences you’ve 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?

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| --- |
|  |

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 workplace learning record and they are from my own experiences.

**Signed** (Student)

**Name** (Block letters)

**Date**