

AHCAGB301~~XX~~ Keep production records for a primary production business

Modification history

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture, Conservation and Land Management Training Package Version 14.0.

AHCAGB301 XX	Keep production records for a primary production business
Application	<p>This unit of competency describes the skills and knowledge required to keep production business records, such as paddock and livestock activity, in accordance with workplace requirements auditing purposes.</p> <p>All work must be carried out to comply with workplace procedures, work health and safety legislation and codes.</p> <p>This unit applies to individuals who work under broad direction and take responsibility for their own work. They use discretion and judgement in the selection and use of available resources.</p> <p><u>All work must be carried out to comply with workplace procedures, work health and safety legislation and codes.</u></p> <p>No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.</p>
Prerequisite Unit	Nil
Unit Sector	Agribusiness (AGB)

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Develop a system to collect and store production records	1.1 Determine physical records and inventories required for the organisation in consultation with the management team 1.2 Identify short-term methods for collecting information that are reliable, timely and efficient 1.3 Identify longer-term methods for sorting and storing information that allow effective <u>access and</u> analysis 1.4 Identify the most appropriate information collection and storage methods according to business requirements
2. Collect and maintain production records	2.1 Collect and maintain livestock records 2.2 Collect and maintain crop and pasture records 2.3 Collect and maintain records relating to farm vehicle and machinery use and maintenance 2.4 Collect and maintain property maintenance records 2.5 Collect and maintain records relating to stored produce 2.6 Collect and maintain relevant climatic records <u>activity records</u> 2.7 Collect and maintain records relating to input purchases and use 2.8 Collect and maintain records relating to staff activities <u>leave</u>
3. Organise information for analysis	3.1 Transfer collected information into a manual or computerised recording system 3.2 Organise information into a format suitable for analysis, interpretation and dissemination 3.3 Use and maintain business equipment and technology in accordance with organisational and work health and safety requirements

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
<u>Oral communication</u>	<ul style="list-style-type: none"> <u>Communicate effectively with others to collect information</u>
<u>Get the work done</u>	<ul style="list-style-type: none"> <u>Utilise computer-based technology to set up and maintain spreadsheets and maintain databases</u>
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Range Of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCABG301 XX Keep production records for a primary production business	AHCAGB301A Keep records for a primary production business	<u>Performance criteria clarified. Foundation skills added. Assessment requirements updated.</u>	No equivalent unit <u>Equivalent</u>

Links	Companion Volumes, including Implementation Guides, are available at VETNet: https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72
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TITLE	Assessment requirements for AHCAGB301 XX Keep production records for a primary production business
Performance Evidence	
<p>An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has collected and maintained accurate, accessible and systematic records for a primary production business for at least three of the following purposes, utilising data that covers a full production cycle:</p> <p>— The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.</p> <p>— The candidate must provide evidence that they can:</p> <ul style="list-style-type: none"> ▲ communicate with others to obtain information • <u>livestock breeding records</u> • <u>crop and pasture usage</u> • <u>farm vehicle and machinery use and maintenance</u> • <u>property maintenance</u> • <u>stored produce</u> • <u>relevant climatic activity</u> • <u>input purchases and use</u> ▲ staff leave collect information relating to primary production • — ▲ — organise and store information ▲ — maintain inventory records ▲ — complete a livestock reconciliation ▲ follow enterprise work health and safety policies. 	
Knowledge Evidence	
<p>An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:</p> <p>The candidate must demonstrate knowledge of:</p> <ul style="list-style-type: none"> • the organisation's policies and procedures applying to production records • relevant legislation and codes, relating to the operation of a business and to the tasks undertaken • recording processes to meet <u>QA quality assurance</u> requirements • the organisation's software and technology used to record and analyse production information. 	
Assessment Conditions	
<p><u>Assessment of skills must take place under the following conditions:</u></p> <ul style="list-style-type: none"> • <u>physical conditions:</u> <ul style="list-style-type: none"> • <u>skills must be demonstrated in an environment that accurately represents workplace conditions</u> • <u>resources, equipment and materials:</u> <ul style="list-style-type: none"> • <u>computer-based technology and software used to record information relevant to a primary production business.</u> <p><u>Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.</u></p> <p><u>Competency is to be assessed in the workplace or simulated environment that accurately reflects performance in a real workplace setting.</u></p> <p><u>Assessors must satisfy current standards for RTOs.</u></p>	
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