

Modification history

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 8.0.

AHCWRK2X4	Work effectively in the industry
Application	<p>This unit of competency describes the skills and knowledge required to work effectively within an industry on an individual basis and within a work team, including observing employment requirements and accepting responsibility for quality of own work.</p> <p>The unit applies to individuals who work effectively in industry under general supervision with limited autonomy or accountability.</p> <p>All work must be carried out to comply with workplace procedures.</p> <p>No licensing, legislative or certification requirements apply to this unit at the time of publication.</p>
Prerequisite Unit	Nil
Unit Sector	Work (WRK)

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. Obtain information about the industry	1.1 Identify and access sources of information about the industry 1.2 Collect information on industry sector of work 1.3 Identify employment terms and conditions 1.4 Identify industry career pathways
2. Observe employment requirements	2.1 Confirm workplace practices and procedures with supervisor 2.2 Check that dress and personal presentation comply with workplace requirements 2.3 Maintain punctuality according to workplace requirements 2.4 Follow workplace routines according to specific instructions and workplace procedures
3. Conduct and accept responsibility for quality of own work	3.1 Maintain personal workspace according to workplace policies and procedures 3.2 Follow workplace code of conduct 3.3 Identify factors affecting work requirements and specifications, and report to supervisor 3.4 Assess and prioritise workload and seek assistance if required from supervisor
4. Participate and contribute to a productive team environment	4.1 Co-operate in a respectful manner according to workplace expectations 4.2 Recognise and resolve conflicts with others according to workplace requirements 4.3 Work cooperatively to ensure designated work goals are met 4.4 Participate and contribute to team meetings 4.5 Participate and contribute to inclusive work practices
5. Confirm and undertake workplace activities	5.1 Confirm work plan with supervisor 5.2 Create a daily schedule, including timelines for workplace activities and confirm with supervisor 5.3 Confirm material and equipment requirements 5.4 Follow schedule and task requirements 5.5 Recognise and report defects and abnormalities in the workplace 5.6 Record and report completed tasks

Foundation Skills			
<i>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.</i>			
Skill	Description		
Reading	<ul style="list-style-type: none"> • Reads and interprets workplace instructions to formulate an understanding of expected requirements and activity 		
Oral Communication	<ul style="list-style-type: none"> • Uses clear language and standard industry terminology to clarify instructions and communicate with supervisor • Participate in verbal exchanges to share knowledge and information with team members 		
Unit Mapping Information			
Code and title current version	Code and title previous version	Comments	Equivalence status
AHCWRK2X4 Work effectively in industry	AHCWRK204 Work effectively in the industry	Minor changes to unit title and application Major and minor changes to performance criteria Foundation skills added Major and minor edits to performance and knowledge evidence and assessment conditions	Not equivalent
Links	Companion Volumes, including Implementation Guides, are available at VETNet: https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72		

TITLE	Assessment requirements for AHCWRK2X4 Work effectively in industry
Performance Evidence	
<p>An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.</p> <p>There must be evidence that the individual has worked effectively in industry on at least one occasion and has:</p> <ul style="list-style-type: none"> • collected information on the industry • observed employment requirements • accepted responsibility for quality of own work • contributed to a productive team environment • created work schedule, including timelines • applied workplace procedures relevant to working effectively in industry, including dress standards and work practices • co-operated and communicated in a respectful manner. 	
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> <ul style="list-style-type: none"> • industry and workplace awards and conditions • employer expectations • inclusive work practices • co-operative and respectful workplace communication • workplace procedures, organisational structure and communication channels relevant to the industry sector. 	
Assessment Conditions	
<p>Assessment of skills must take place under the following conditions:</p> <ul style="list-style-type: none"> • physical conditions: <ul style="list-style-type: none"> • a workplace setting or an environment that accurately represents workplace conditions • resources, equipment and materials: <ul style="list-style-type: none"> • industry information, including relevant workplace awards and conditions • example work schedules • job specifications • specifications: <ul style="list-style-type: none"> • workplace procedures relevant to working effectively in industry • relationships: <ul style="list-style-type: none"> • team members and supervisor. <p>Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.</p>	
Links	Companion Volumes, including Implementation Guides, are available at VETNet: https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72