

**Victorian Purchasing Guide  
AGF07  
Agri-Food Training Package**

**Version 1.0**

**March 2008**



This Victorian Purchasing Guide was prepared by the Curriculum Maintenance Manager – Primary Industries (Telephone: (03) 9269 1391 Facsimile: (03) 9269 1365) on behalf of the Office of Training and Tertiary Education (OTTE).

### Purchasing Guide – Version History

Purchasing Guide Version	Date Approved	Training Package Version	Comments
Version 1	17 March, 2008.	Version 1	Initial release

Published by the Department of Innovation, Industry and Regional Development, Victoria

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## VICTORIAN PURCHASING GUIDES

Welcome to the Victorian Purchasing Guide. This Guide provides information to assist Registered Training Organisations, teachers/trainers and assessors in using nationally endorsed industry Training Packages within Victoria.

You can view, download or print your own copy of the Purchasing Guide from the Training Support Network (TSN) website at – <http://trainingsupport.otte.vic.gov.au/>

### Definitions used in this Purchasing Guide

Term	Definition
Code	Nationally endorsed Training Package qualification code.
Title	Nationally endorsed Training Package qualification title.
Unit Code	Nationally endorsed Training Package unit code.
Unit Title	Nationally endorsed Training Package unit title.
Nominal Hours	Nominal hours are the hours of training notionally required to deliver and assess the Unit of Competency. These hours are determined by the Victorian State Training Authority.
Replaced Qualification Code	National identifier of the accredited course or Training Package qualification replaced by this Training Package.
Replaced Qualification Title	National title of the accredited course or Training Package qualification replaced by this Training Package.
No New Enrolments in	The date from which all new enrolments must be in this Training Package qualification and no new enrolments are to be accepted in the accredited courses or previous version of the Training Package.
Scope of Registration	The scope that identifies the particular services and products that can be provided by a Registered Training Organisation (RTO). A Registered Training Organisation can be registered to provide either: <ul style="list-style-type: none"> <li>• training delivery services, assessment and products, and issue Australian Qualifications Framework qualifications and Statements of Attainment; or</li> <li>• assessment services and products, and issue Australian Qualifications Framework qualifications and Statements of Attainment.</li> </ul> <p>In addition, scope of registration is defined by Australian Qualifications Framework qualifications and/or Units of Competency.</p>
Apprenticeships and Traineeships	Apprenticeships and Traineeships combine practical work with structured training under a training contract to give people an industry relevant nationally recognised qualification.

### What are Training Packages?

Training Packages are sets of nationally endorsed standards and qualifications for recognising and assessing people's skills. A Training Package describes the skills and knowledge needed to perform effectively in the workplace. They do not prescribe how an individual should be trained. Teachers and trainers develop learning strategies – the 'how' – depending on learners' needs, abilities and circumstances. Training Packages are developed by industry through [National Industry Skills Councils](http://www.dest.gov.au/sectors/training_skills/policy_issues_reviews/key_issues/nts/lnk/advisory.htm) ([www.dest.gov.au/sectors/training\\_skills/policy\\_issues\\_reviews/key\\_issues/nts/lnk/advisory.htm](http://www.dest.gov.au/sectors/training_skills/policy_issues_reviews/key_issues/nts/lnk/advisory.htm)) or by enterprises to meet the identified training needs of specific industries or industry sectors. To gain national endorsement, developers must provide evidence of extensive consultation and support within the industry area or enterprise.

Training Packages complete a quality assurance process and are then endorsed by the [National Quality Council \(NQC\)](http://www.dest.gov.au/sectors/training_skills/policy_issues_reviews/key_issues/nts/vet/nqc.htm) ([www.dest.gov.au/sectors/training\\_skills/policy\\_issues\\_reviews/key\\_issues/nts/vet/nqc.htm](http://www.dest.gov.au/sectors/training_skills/policy_issues_reviews/key_issues/nts/vet/nqc.htm)) and placed on the [National Training Information Service \(NTIS\)](http://www.ntis.gov.au) ([www.ntis.gov.au](http://www.ntis.gov.au)).

# AGF07 AGRI-FOOD TRAINING PACKAGE PURCHASING GUIDE

## INTRODUCTION

If you are a teacher, trainer or assessor in a Registered Training Organisation (RTO), this Guide will assist you in using the **AGF07 Agri-Food** Training Package. The Guide must be read in conjunction with the Training Package endorsed components (the competency standards, assessment guidelines and qualifications framework).

### ***What do I need to deliver this Training Package?***

All training delivery and assessment must be conducted by an RTO that has the Training Package qualifications or specific units of competency on its scope of registration, or that works in partnership with another Registered Training Organisation that does, under the quality arrangements outlined in the [AQTF 2007 Essential Standards for Registration](http://www.training.com.au/documents/aqtf2k7_ess-std-reg_final2.pdf) [http://www.training.com.au/documents/aqtf2k7\\_ess-std-reg\\_final2.pdf](http://www.training.com.au/documents/aqtf2k7_ess-std-reg_final2.pdf)

You must have a copy of the endorsed components of the Training Package and be a qualified trainer or assessor in line with the requirements of the *AQTF 2007 Essential Standards for Registration*.

### ***Where do I get this Training Package?***

You can purchase the Training Package from TVET Australia ([www.tvetaustralia.com](http://www.tvetaustralia.com)) or the Industry Skills Council. In addition, you can view and download the endorsed components from the [National Training Information Service](http://www.ntis.gov.au) ([www.ntis.gov.au](http://www.ntis.gov.au)).

## QUALIFICATIONS

Code	Title	Range of Nominal Hours
AGF10107	Certificate I in Agri-Food (Pathways)	145 - 225

## REGISTRATION

Under the [Australian Quality Training Framework](http://www.dest.gov.au/sectors/training_skills/policy_issues_reviews/key_issues/nts/aqtf/default.htm) (AQTF) ([www.dest.gov.au/sectors/training\\_skills/policy\\_issues\\_reviews/key\\_issues/nts/aqtf/default.htm](http://www.dest.gov.au/sectors/training_skills/policy_issues_reviews/key_issues/nts/aqtf/default.htm)), RTOs issue nationally recognised qualifications and Statements of Attainment in the vocational education and training sector.

To offer qualifications and Statements of Attainment from the **AGF07 Agri-Food** Training Package, RTOs must have the Training Package qualifications and/or relevant units of competency on their scope of registration.

### ***How does a training organisation become registered?***

To gain and maintain registration, RTOs must comply with the nationally agreed standards for training organisations under the AQTF – across a specified scope of qualifications.

The Victorian registering body registers training organisations and audits them for compliance with the *AQTF 2007 Essential Standards for Registration*.

Applications for registration are made to the registering body in the State or Territory where you have your head office, or where you will conduct most or all of your training and assessment. Because registration is recognised nationally, you make one registration application and pay one registration fee. (However, other fees may apply, for example if the scope of registration alters.)

Details regarding registration as a Training Organisation in Victoria can be found at the Victorian Registration and Qualifications Authority (VRQA) website: <http://www.vrqa.vic.gov.au/reg/registration.htm>

### **What are the AQTF 2007 Essential Standards for Registration?**

The *AQTF 2007 Essential Standards for Registration* are the nationally agreed standards for training organisations under the *Australian Quality Training Framework* adopted by Ministers for vocational education and training. The revised *AQTF 2007 Essential Standards for Registration and AQTF 2007 Standards for State and Territory Registering Bodies* were introduced on and effective from 1 July 2007. The Australian Quality Training Framework (AQTF) is a set of nationally agreed standards that ensures the quality of vocational education and training products and services throughout Australia.

There are two publications to support the development of the standards available on the [training.com.au](http://www.training.com.au) website:

#### [AQTF 2007 Essential Standards for Registration](http://www.training.com.au/documents/aqtf2k7_ess-std-reg_final2.pdf)

[http://www.training.com.au/documents/aqtf2k7\\_ess-std-reg\\_final2.pdf](http://www.training.com.au/documents/aqtf2k7_ess-std-reg_final2.pdf) - standards for RTOs

#### [AQTF 2007 Users' Guide to the Essential Standards for Registration](http://www.training.com.au/documents/aqtf2k7_usr-guide-ess-std_final2.pdf)

[http://www.training.com.au/documents/aqtf2k7\\_usr-guide-ess-std\\_final2.pdf](http://www.training.com.au/documents/aqtf2k7_usr-guide-ess-std_final2.pdf) - users' guide to the standards for RTO's

## **TRANSITION**

The following qualifications are new qualifications. RTOs will be able to add these qualifications to their scope of registration using the standard application process.

<b>Training Package Qualification Code</b>	<b>Training Package Qualification Title</b>
AGF10107	Certificate I in Agri-Food (Pathways)

## **ENDORSEMENT PERIOD FOR TRAINING PACKAGES**

There is a difference between the accreditation period of a course and the recognition of a Training Package qualification. For Training Packages the National Quality Council specifies a date that the review of the Training Package is to be completed. This date is not an expiry date; therefore, Training Package qualifications are current until they are replaced by qualifications in the reviewed or re-endorsed Training Package. In the case of a course, currency is for a fixed period of time determined at the time of accreditation and this is recorded on the National Training Information Service (NTIS).

## UNITS OF COMPETENCY AND NOMINAL HOURS

You must be sure that all training and assessment leading to qualifications or Statements of Attainment from the **AGF07 Agri-Food** Training Package is conducted against the Training Package units of competency and complies with the requirements in the assessment guidelines.

### Listing of the Units of Competency and Nominal Hours

Unit Code	Unit Title	Nominal Hours
<b>Core pathway units</b>		
AGFCMN101A	Adapt to work requirements in agri-food industry	35
AGFCMN102A	Apply effective work practices	35
AGFCMN103A	Demonstrate care and apply safe practices at work	35
<b>Elective units</b>		
RTE1001A	Support agricultural crop work	15
RTE1601A	Support irrigation work	15
RTE2029A	Assist agricultural crop maintenance	40
RTE2030A	Assist agricultural crop harvesting	60
RTE2114A	Monitor water supplies	20
RTF1004A	Support gardening work	10
RUV1101A	Prepare for animal care work	20
RUV1102A	Support animal care work	20
RUV1103A	Support animal care cleaning activities	20
RUV1104A	Maintain the animal care workplace	20
<b>Technical units</b>		
AGFCMN201A	Contribute to animal care through work activities	0
AGFCMN202A	Contribute to work activities to produce food	0

#### NOTE:

The **elective Technical units** in this qualification are additional practice of the skills and knowledge gained in other units in the qualification. They should be achieved over the course of the qualification and integrated with the other units that form part of the qualification. Hours are not assigned to these units.

RTOs are reminded that these units are designed for use in the pathways qualification only and the qualification rules specify that they should not be used as elective units in other qualifications that have a direct job outcome.

## SAMPLE TRAINING PROGRAMS

Training Packages allow for flexibility in delivery strategies. You are encouraged to address the requirements of specific enterprises, industry sectors and individuals while maintaining nationally agreed standards. Sample training programs are examples provided to help you to see the potential flexibility of the Training Package. In no way are they mandatory. They are not offered as the preferred or only way to deliver the training – they simply show one possible option.

### ***Do I have to devise a training program?***

Under the *AQTF 2007 Essential Standards for Registration*, each Registered Training Organisation must devise and implement strategies for training delivery and assessment for every qualification (or part of a qualification) it provides.

In devising training programs, you must carefully analyse the qualification packaging rules in the Training Package to ensure the training covers all the required competencies and any pre-requisites. Then, depending on factors such as your region, State or Territory of operation, training pathways, learner and industry needs, you can select the most appropriate electives for inclusion.

The following sample training programs are for qualifications in the **AGF07 Agri-Food** Training Package. To view more sample training programs go to [Australian Apprenticeships Training Information Service](http://www.aatinfo.com.au) ([www.aatinfo.com.au](http://www.aatinfo.com.au)) and follow the links to 'Australian Apprenticeships for your occupations'.



<b>Occupation / Work Function</b>	Pet Shop Assistant	
<b>Qualification Title</b>	Certificate I in Agri-Food (Pathways)	
<b>Qualification Code</b>	AGF10107	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
AGFCMN101A	<i>Adapt to work requirements in agri-food industry*</i>	35
AGFCMN102A	<i>Apply effective work practices*</i>	35
AGFCMN103A	<i>Demonstrate care and apply safe practices at work*</i>	35
RUV1101A	Prepare for animal care work	20
RUV1102A	Support animal care work	20
RUV1103A	Support animal care cleaning activities	20
<b>Total hours</b>		<b>165</b>

\* = Compulsory units

<b>Technical unit</b>		
AGFCMN201A	<i>Contribute to animal care through work activities**</i>	0

**NOTE:**

The **Technical unit** in this qualification is the additional practice of the skills and knowledge gained in other units in the qualification. It should be achieved over the course of the qualification and integrated with the other units that form part of the qualification. Hours are not assigned to this unit.

<b>Occupation / Work Function</b>	Assistant to Aquaculture General Hand	
<b>Qualification Title</b>	Certificate I in Agri-Food (Pathways)	
<b>Qualification Code</b>	AGF10107	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
AGFCMN101A	<i>Adapt to work requirements in agri-food industry*</i>	35
AGFCMN102A	<i>Apply effective work practices*</i>	35
AGFCMN103A	<i>Demonstrate care and apply safe practices at work*</i>	35
RTE1601A	Support irrigation work	15
RTE2114A	Monitor water supplies	20
SFIAQUA102A	Carry out basic aquaculture activities	20
<b>Total hours</b>		<b>160</b>

\* = Compulsory units

<b>Technical unit</b>		
AGFCMN202A	<i>Contribute to work activities to produce food*</i>	0

**NOTE:**

The **Technical unit** in this qualification is the additional practice of the skills and knowledge gained in other units in the qualification. It should be achieved over the course of the qualification and integrated with the other units that form part of the qualification. Hours are not assigned to this units.

## INDUSTRY REGULATION

Every Registered Training Organisation must be aware of and observe any licensing, legislative or regulatory requirements that affect the delivery of training or issuance of qualifications under Training Packages. Full details of licensing and other regulatory requirements are not provided here, however you can obtain information from the relevant licensing or regulatory requirements from the following contacts:

Industry Sector Licensing or Regulatory Body	Contact	Telephone	Website or Email Address
Individuals working with chemicals in the Rural Production Industry sectors must obtain an Agricultural Chemical Users Permit (ACUP).	Department of Primary Industries (DPI)	136 186 within Australia	<a href="http://www.dpi.vic.gov.au/">www.dpi.vic.gov.au/</a> or email customer.service@dpi.vic.gov.au

## LINKS AND CONTACTS

While you must use the endorsed components of the Training Package when providing training and assessment, you can select and devise delivery and assessment strategies to suit your needs (in conjunction with industry, as applicable). You may select off-the-shelf resources that help your delivery and assessment, or design and develop your own. A wide range of contacts, tools and resources are available to assist you.

The **Agri-food Industry Skills Council** can provide you with information about the Training Package. You can also purchase copies of the Training Package and support materials. Search the ISC website <http://www.agrifoodskills.net.au/>, telephone 02 6163 7200 or email [reception@agrifoodskills.net.au](mailto:reception@agrifoodskills.net.au).

The **National Training Information Service** ([www.ntis.gov.au](http://www.ntis.gov.au)) provides comprehensive information on endorsed Training Packages, as well as details of accredited courses and Registered Training Organisations.

**TVET Australia** has a range of products you can purchase to assist in delivering this Training Package. View the online catalogue at [www.tvetaustralia.com](http://www.tvetaustralia.com) or telephone TVET Australia on 03 9832 8100. For orders or enquiries contact [sales@atpl.net.au](mailto:sales@atpl.net.au).

The **Commonwealth Department of Education, Science and Training** (DEST) provides a range of services and resources to assist in delivery of Training Packages. Search the website: [www.dest.gov.au](http://www.dest.gov.au) or links to a range of relevant resources and publications.

The **Australian Apprenticeships Training Information Service** provides a single point of contact to coordinate information to Australian Apprenticeships Centres (AACs) on the range, availability and relevance of the new national Training Packages. The Australian Apprenticeships Information Service website is at [www.aatinfo.com.au](http://www.aatinfo.com.au). In addition, the Call Centre for Australian Apprenticeships Information Service is staffed during business hours on 1800 338 022. For specific information about Apprenticeships and Traineeships, go to [www.australianapprenticeships.gov.au/](http://www.australianapprenticeships.gov.au/) and [www.otte.vic.gov.au/emp.asp](http://www.otte.vic.gov.au/emp.asp).

The **Office of Training and Tertiary Education** is responsible for the implementation of vocational education and training in Victoria, including Apprenticeships and Traineeships, and provides a range of support and information.

In Victoria, the Industry Training Board or Industry Advisory Body which has coverage of the **AGF07 Agri-Food** Training Package and can support you in its delivery, including directing you to resources and other relevant products is:

Industry Training Board: Primary Skills Victoria  
 Contact Person: Greg Hallihan/Ian Lee  
 Telephone: (03) 9210 9470  
 Address: 621 Burwood Highway, Knoxfield, Vic 3180  
 Email: [admin@psv.com.au](mailto:admin@psv.com.au)  
 Website: <http://www.psv.com.au/>

## OTHER USEFUL LINKS

Organisation	Contact	Telephone	Website or Email Address
WorkSafe		(03) 9641 1444 Toll Free: 1800 136 089	<a href="http://www.workcover.gov.au">www.workcover.gov.au</a> Email: <a href="mailto:info@workcover.vic.gov.au">info@workcover.vic.gov.au</a>
FarmSafe			<a href="http://www.farmsafe.org.au">www.farmsafe.org.au</a>
WageNet			<a href="http://www.wagenet.gov.au">www.wagenet.gov.au</a>
RSPCA		(03) 9224 2222	<a href="http://www.rspca.org.au">www.rspca.org.au</a>

## CMM details

For information and advice on this Purchasing Guide and associated delivery and assessment in Victoria contact:

Kate Bryce  
 Curriculum Maintenance Manager  
 Primary Industries  
 Northern Melbourne Institute of TAFE  
 77-91 St Georges Road  
 Preston Victoria 3072  
 Telephone: 03 9269 1391  
 Facsimile: 03 9269 1365  
 Email: [kateb-rd@nmit.vic.edu.au](mailto:kateb-rd@nmit.vic.edu.au)  
 Website: [Training Support Network \(http://trainingsupport.otte.vic.gov.au/cmminf.cfm\)](http://trainingsupport.otte.vic.gov.au/cmminf.cfm)

## Training Packages

You can search the [National Training Information Service](http://www.ntis.gov.au) website ([www.ntis.gov.au](http://www.ntis.gov.au)) and view and download the endorsed Training Package components.

## Training Package Support Materials

There are many generic and specific materials to support you in delivering training and assessing outcomes with Training Packages. For example, [www.training.com.au](http://www.training.com.au) is a very useful site, which gives access to:

- Resources Supporting Adult Literacy and Numeracy, Access, Equity and Diversity and the Australian Quality Training Framework (AQTF).

## APPRENTICESHIPS AND TRAINEESHIPS

### *What qualifications in this Training Package are available as Apprenticeships and Traineeships?*

There are currently no AGF07 Agri-Food Training Package version 1 qualifications available as Apprenticeships or Traineeships in Victoria.