

Instructions:

This Trainees' Record Book (TRB) is intended to serve as record of all accomplishment/task/activities while undergoing training in the industry. It will eventually become evidence that can be submitted for portfolio assessment and for whatever purpose it will serve you. It is therefore important that all its contents are viably entered by both the trainees and instructor.

The Trainees' Record Book contains all the required competencies in your chosen qualification. All you have to do is to fill in the column "Task Required" and "Date Accomplished" with all the activities in accordance with the training program and to be taken up in the school and with the guidance of the instructor. The instructor will likewise indicate his/her remarks on the "Instructors Remarks" column regarding the outcome of the task accomplished by the trainees. Be sure that the trainee will personally accomplish the task and confirmed by the instructor.

It is of great importance that the content should be written legibly on ink. Avoid any corrections or erasures and maintain the cleanliness of this record.

This will be collected by your trainer and submit the same to the Vocational Instruction Supervisor (VIS) and shall form part of the permanent trainee's document on file.

THANK YOU.

NOTES:

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BASIC COMPETENCY

Unit of Competency: **LEAD WORKPLACE COMMUNICATION**

Learning Outcome	Task/Activity Required	Date Accomplished	Instructor's Remarks
1.Communicate information about workplace processes	<p>Appropriate communication method is selected</p> <p>Multiple operations involving several topics areas are communicated accordingly</p> <p>Questions are used to gain extra information</p> <p>Correct sources of</p>	May 18,2025	Competent

	<p>information are identified</p> <p>Information is selected and organized correctly</p> <p>Verbal and written reporting is undertaken when required</p> <p>Communication skills are maintained in all situations</p>		
2.Leadworkplace discussions	<p>Response to workplace issues are sought</p> <p>Response to workplace issues are provided immediately</p>	May 19,2025	Competent

	<p>Constructive contributions are made to workplace discussions on such issues as production, quality and safety</p> <p>Goals/objectives and action plan undertaken in the workplace are communicated</p>		
3. Identify and communicate issues arising in the workplace	<p>Issues and problems are identified as they arise</p> <p>Information regarding problems and issues are organized coherently to ensure clear and effective</p>	May 20,2025	Competent

	<p>communication</p> <p>Dialogue is initiated with appropriate personnel</p> <p>Communication problems and issues are raised as they arise</p>		
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Unit of Competency: **LEAD SMALL TEAMS**

Learning Outcome	Task/Activity Required	Date Accomplished	Instructors Remarks
1.Provide team leadership	<p>Work requirements are identified and presented to team members</p> <p>Reasons for instructions and requirements are communicated to team members</p> <p>Team members' queries and concerns are recognized, discussed and dealt with</p>	May 21,2025	Competent

2.Assign responsibilities	<p>Duties, and responsibilities are allocated having regard to the skills, knowledge and aptitude required to properly undertake the assigned task and according to company policy</p> <p>Duties are allocated having regard to individual preference, domestic and personal considerations , whenever possible</p>	May 22,2025	Competent
3.Set performance expectations for team members	Performance expectations are established based on client needs	May 23,2025	Competent

	<p>and according to assignment requirements</p> <p>Performance expectations are based on individual team members duties and area of responsibility</p> <p>Performance expectations are discussed and disseminated to individual team members</p>		
4.Supervised team performance	Monitoring of performance takes place against defined performance criteria and/or assignment	May 24,2025	Competen t

	<p>instructions and corrective action taken if required</p> <p>Team members are provided with feedback, positive support and advice on strategies to overcome any deficiencies</p> <p>Performance issues which cannot be rectified or addressed within the team are referenced to appropriate personnel according to employer policy</p>		
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	<p>Team members are kept informed of any changes in the priority allocated to assignments or tasks which might impact on client/customer needs and satisfaction</p> <p>Team operations are monitored to ensure that employer/client needs and requirements are met</p> <p>Follow-up communication is provided on all issues affecting the team</p>		
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	All relevant documentation is completed in accordance with company procedures		
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Unit of Competency: **DEVELOP AND PRACTICE
NEGOTIATION SKILLS**

Learning Outcome	Task/Activity Required	Date Accomplished	Instructors Remarks
1. Plan negotiations	Information on preparing for negotiation is identified and	May 26,2025	Competent

	included in the plan		
	Information on creating nonverbal environments for positive negotiating is identified and included in the plan		
	Information on active listening is identified and included in the plan		
	Information on different questioning techniques is identified and included in the plan		
	Information is checked to ensure it is		

	correct and up-to-date		
2. Participate in negotiations	<p>Criteria for successful outcome are agreed upon by all parties</p> <p>Desired outcome of all parties are considered</p> <p>Appropriate language is used throughout the negotiation</p> <p>A variety of questioning techniques are used</p> <p>The issues and processes are documented</p>	May 27 2025	Competent

	and agreed upon by all parties		
	Possible solutions are discussed and their viability assessed		
	Areas for agreement are confirmed and recorded		
	Follow-up action is agreed upon by all parties		

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Unit of Competency: **SOLVE PROBLEMS RELATED TO WORK ACTIVITIES**

Learning Outcome	Task/Activity Required	Date Accomplished	Instructors Remarks
1. Identify the problem	<p>Variances are identified from normal operating parameters; and product quality</p> <p>Extent, cause and nature are of the problem are defined through observation, investigation and analytical techniques</p> <p>Problems are clearly stated and specified</p>	May 28,2025	Competent

2. Determine fundamental causes of the problem	<p>Possible causes are identified based on experience and the use of problem-solving tools / analytical techniques.</p> <p>Possible cause statements are developed based on findings</p> <p>Fundamental causes are identified per results of investigation conducted</p>	May 29,2025	Competent
3.Determine corrective action	All possible options are considered for resolution of the problem	May 30,2025	Competent

	<p>Strengths and weaknesses of possible options are considered</p> <p>Corrective actions are determined to resolve the problem and possible future causes</p> <p>Action plans are developed identifying measurable objectives, resource needs and timelines in accordance with safety and operating procedures</p>		
4. Provide recommendation/s to manager	<p>Report on recommendations are prepared</p> <p>Recommendations are presented to</p>	May 31,2025	Competent

	appropriate personnel. Recommendations are followed-up, if required		
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Unit of Competency: **USE MATHEMATICAL CONCEPTS AND TECHNIQUES**

Learning Outcome	Task/Activity Required	Date Accomplished	Instructor's Remarks
1. Identify mathematical tools and techniques to solve problem	Problem areas are identified based on given condition	June 2,2025	Competent

	Mathematical techniques are selected based on the given problem		
2.Apply mathematical procedure/solution	Mathematical techniques are applied based on the problem identified Mathematical computations are performed to the level of accuracy required for the problem Results of mathematical computation is determined and verified based on	June 3,2025	Competent

	job requirement s		
3. Analyze results	Result of application is reviewed based on expected and required specification s and outcome Appropriate action is applied in case of error	June 4,2025	Compete nt

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Unit of Competency: **USE RELEVANT TECHNOLOGIES**

Learning Outcome	Task/Activity Required	Date Accomplished	Instructors Remarks
1.Study/select appropriate technology	Usage of different technologies is determined based on job requirements Appropriate technology is selected as per work specification	June 5,2025	Competent
2.Apply relevant technologies	Relevant technology is effectively used in carrying out function 2.2 Applicable software and hardware are used as per	June 6,2025	Competent

	task requirement		
	Management concepts are observed and practiced as per established industry practices		

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COMMON COMPETENCY

Unit of Competency: **APPLY SAFETY MEASURES IN FARM OPERATIONS**

Learning Outcome	Task/Activity Required	Date Accomplished	Instructor's Remarks
1.Determine areas of concern for safety measures	<p>Work tasks are identified in line with farm operations</p> <p>Place for safety measures are determined in line with farm operations</p> <p>Time for safety measures are determined in line with farm operations</p> <p>Appropriate tools, materials and outfits are prepared in</p>	June 7,2025	Competent

	line with job requirements		
2. Apply appropriate safety measures	<p>Tools and materials are used according to specifications and procedures</p> <p>Outfits are worn according to farm requirements</p> <p>Effectivity/shelf life/expiration of materials are strictly observed</p> <p>Emergency procedures are known</p>	June 9,2025	Competent

	<p>and followed to ensure a safe work requirement</p> <p>Hazards in the workplace are identified and reported in line with farm guidelines</p>		
3.Safekeep/dispose of tools, materials and outfit	<p>Used tools and outfit are cleaned after use and stored in designated areas</p> <p>Unused materials are properly labeled and stored according to manufacturers recommendati</p>	June 10,2025	Competent

	on and farm requirements		
	Waste materials are disposed according to manufacturers , government and farm requirements		

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Unit of Competency: **USE FARM TOOLS AND EQUIPMENT**

Learning Outcome	Task/Activity Required	Date Accomplished	Instructors Remarks
1. Select and use farm tools	Identified appropriate farm tools	June 11, 2025	Competent

	according to requirement/use		
	Farm tools are checked for faults and defective tools reported in accordance with farm procedures		
	Appropriate tools and equipment are safely used according to job requirements and manufacturers conditions		
2. Select and operate farm equipment	Identify appropriate farm equipment Instructional manual of the	June 12,2025	Competent

	<p>farm tools and equipment are carefully read prior to operation</p> <p>Pre-operation check-up is conducted in line with manufacturers manual</p> <p>Faults in farm equipment are identified and reported in line with farm procedures</p> <p>Farm equipment used according to its function</p> <p>Followed safety procedures</p>		
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3. Perform preventive maintenance	<p>Tools and equipment are cleaned immediately after use in line with farm procedures</p> <p>Routine check-up and maintenance are performed</p> <p>Tools and equipment are stored in designated areas in line with farm procedures</p>	June 13,2025	Competent
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Unit of Competency: **PERFORM ESTIMATION AND BASIC CALCULATION**

Learning Outcome	Task/Activity Required	Date Accomplished	Instructors Remarks
1.Perform estimation	<p>Job requirements are identified from written or oral communications</p> <p>Quantities of materials and resources required to complete a work task are estimated</p> <p>The time needed to complete a work activity is estimated</p> <p>Accurate estimate for</p>	June 14,2025	Competent

	<p>work completion are made</p> <p>Estimate of materials and resources are reported to appropriate person</p>		
2. Perform basic workplace calculation	<p>Calculations to be made are identified according to job requirements</p> <p>Correct method of calculation identified</p> <p>System and units of measurement to be followed are ascertained</p> <p>Calculation needed to complete work</p>	June 16,2025	Competent

	tasks are performed using the four basic process of addition, division, multiplication and subtraction		
	Calculate whole fraction, percentage and mixed when are used to complete the instructions		
	Number computed in self checked and completed for alignment		

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CORE COMPETENCY

Unit of Competency: **PREPARE LAND FOR AGRICULTURAL CROP PRODUCTION**

Learning Outcome	Task/Activity Required	Date Accomplished	Instructor's Remarks
1. Prepare for cultivation	<p>Requirements for the work to be undertaken are interpreted from the planting plan and confirmed with the manager.</p> <p>The method and order of cultivation is identified and interpreted from the planting plan.</p> <p>OHS hazards are identified, risks assessed and suitable controls are implemented.</p>	June 17, 2025	Competent

	<p>Suitable personal protective equipment is selected, used and maintained.</p> <p>The environmental implications of cultivating the site are identified, likely outcomes assessed and, if necessary, responsible action is taken</p>		
2. Prepare the cultivating equipment	<p>The vehicles and equipment required for site cultivation are selected according to the planting plan and organization guidelines.</p> <p>The vehicles and equipment are serviced, adjusted</p>	June 18,2025	Compete nt

	<p>for the conditions and worn parts are replaced to ensure reliability during cultivation.</p> <p>All containers, leftover fluids, waste and debris from the maintenance and servicing work are disposed of safely and appropriately.</p> <p>All maintenance and servicing is documented according to the requirements of the organization's record keeping system.</p>		
3. Cultivate soil	Previous crop or land clearance debris is removed, incorporated or burnt according to	June 19,2025	Compete nt

	<p>the organizations guidelines.</p> <p>The cultivation plan is followed and completed for each site.</p> <p>OHS hazards are identified, risks assessed and suitable controls are implemented.</p> <p>Suitable personal protective equipment is selected, used and maintained.Vehicl es and equipment are operated in a safe, effective and efficient manner and at speeds to suit the conditions.</p> <p>The quality of cultivation is</p>		
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	<p>maximized by continually checking and adjusting the vehicles and equipment as necessary.</p> <p>All time, resource and quality requirements of the planting plan are met.</p>		
4 .Prepare site for planting	<p>The planting layout and soil profiles are completed as required by the planting plan.</p> <p>Weed and pest control measures are taken as required by the planting plan.</p> <p>Fertilizers, ameliorants, and/or other pre-planting</p>	June 20,2025	Compete nt

	<p>treatments are applied as required by the planting plan</p> <p>The environmental implications of site preparation are identified, likely outcomes assessed and, if necessary, responsible action is taken.</p>		
5. Complete land preparation operations	<p>Equipment is cleaned in accordance with manufacturers specifications, organizational procedures and regulations.</p> <p>5.2 Vehicles and equipment are cleaned and stored to minimize damage according to manufacturers specifications, organizational</p>	June 21, 2025	Competent

	<p>procedures and regulations.</p> <p>All containers, leftover fluids, waste and debris from the cleaning and maintenance work are disposed of safely and appropriately.</p> <p>All required records and documentation are completed accurately and promptly according to organizational requirements.</p>		
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Unit of Competency: **IMPLEMENT POST-HARVEST PROGRAM**

Learning Outcome	Task/Activity Required	Date Accomplished	Instructor's Remarks
1. Prepare for implementation of post-harvest operations	<p>Post-harvest operations to be performed are identified according to farm work procedures, the marketing plan and industry guidelines and confirmed with the supervisor.</p> <p>Materials, tools, equipment and machinery are selected according to farm work procedures.</p>	June 23, 2025	Competent

	<p>Pre-operational and safety checks are carried out on tools, equipment and machinery according to manufacturers specifications and farm work procedures.</p> <p>OHS hazards are identified, risks assessed, controls implemented and reported to the supervisor.</p> <p>Suitable safety and personal protective equipment (PPE) are</p>		
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	selected, used and maintained.		
2 .Coordinate post- harvest work	<p>Farm work team is identified and tasks are co-ordinated in a sequential, timely and effective manner in consultation with the supervisor.</p> <p>Post-harvest operations are undertaken according to OHS requirements and with due consideration of the environmental implications.</p> <p>A clean, safe and hygienic</p>	June 24,2025	Compete nt

	work area is maintained throughout and on completion of work.		
3 Implement post- harvest treatments	<p>Harvested produce is graded and labelled according to the marketing plan and farm work procedures.</p> <p>Produce that does not meet specifications and farm standards is identified and disposed of according to farm environmental procedures.</p> <p>Post-harvest treatments are selected</p>	June 25,2025	Compete nt

	<p>according to harvested produce requirements, the farm integrated pest management strategy and the marketing plan.</p> <p>Timing, rate, application method, environmental requirements and handling techniques conform to the requirements of the harvested produce, farm work procedures and industry best practice.</p>		
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	<p>Post-harvest practices are economical, methodical, meet established work schedules and with minimum damage to produce.</p> <p>Tools, equipment and machinery are cleaned and maintained according to farm work procedures.</p>		
4.Implement hazardous waste disposal guidelines	Waste disposal requirements of the farm are reviewed and operational tasks determined.	June 26,2025	Competent

	<p>Collection and disposal of waste are monitored according to farm environmental procedures.</p> <p>Conditions likely to impact on business viability are reported promptly to the supervisor.</p>		
5.Implement packaging requirements of produce	Packaging requirements specified in the marketing plan and farm work procedures are reviewed and operational tasks determined.	June 27,2025	Compete nt

	<p>Packaging of produce conform to the requirements of the harvested produce, the marketing plan and industry best practice.</p> <p>Packaging materials are selected based on environmentalall y sound principles.</p> <p>Packaging processes are recorded according to farm work procedures.</p>		
6.Implement storage requirements of produce	Storage requirements specified in the marketing plan and farm work	June 28,2025	Compete nt

	procedures are reviewed and operational tasks determined.		
	Storage and handling of produce conform to the requirements of the harvested produce, the marketing plan and industry best practice.		
	Storage processes and facilities are monitored and remedial action taken where necessary.		
	Storage processes and		

	conditions are recorded according to farm work procedures.		
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Unit of Competency: **IMPLEMENT PLANT NUTRITION PROGRAM**

Learning Outcome	Task/Activity Required	Date Accomplished	Instructors Remarks
1.Prepare for implementation of the plant	Goals and target site for implementation of the plant nutrition program including soils, plant	June 30,2025	Competent

nutrition program	species and varieties are identified according to farm work procedures. Area and adjacent lands are analysed for soil composition/nutrients.		
	Materials for soil and plant treatments available to the farm are identified and the storage site or supplier details located.		
	Services are located using site plans and in consultation with the supervisor.		
	OHS hazards are identified, risks assessed, controls		

	implemented and reported to the supervisor. Suitable personal protective equipment (PPE) is selected, used and maintained.		
2 .Monitor soil pH	Soil pH in the implementation site is monitored in relation to plant nutrition and according to farm work procedures. Products useful in changing soil pH are identified, compared, selected and sourced according to farm work procedures. Product application methods are	July 1,2025	Competent

	assessed according to product type, soils, farm work procedures, and in due consideration of the environmental implications.		
3. Determine nutritional problems in plants	<p>Common nutrient deficiency and toxicity problems in plants are identified using visual inspection.</p> <p>The supervisor and/or nutritional specialist are consulted, as required, to determine causes of nutritional or toxicity problems.</p> <p>Soil ameliorants to improve soil fertility are identified, compared,</p>	July 2,2025	Competent

	selected and sourced according to farm work procedures.		
4 .Prepare to use fertilizers	<p>1 The fertilizer to be used is selected according to fertilizer type, soils, farm work procedures, in consultation with the supervisor and/or nutritional specialist and in due consideration of the environmental implications.</p> <p>Fertilizer application methods are assessed according to fertilizer type, soils, farm work procedures, and in due consideration of</p>	July 3,2025	Competent

	<p>the environmental implications.</p> <p>Fertilizers are applied according to the plant growing cycle and the farm fertilizer calendar.</p> <p>Fertilizers are handled and stored according to farm work procedures and to minimize detrimental environmental impact.</p>		
5 .Prepare application equipment	<p>Tools, equipment and machinery are selected according to farm work procedures.</p> <p>Pre-operational and safety checks are carried out on tools, equipment</p>	July 4,2025	Compete nt

	<p>and machinery according to manufacturers specifications and farm work procedures.</p> <p>Tools, equipment and machinery are calibrated and adjusted according to manufacturer's guidelines and farm work procedures</p> <p>.</p>		
6.Apply specific products at appropriate rates	<p>Specific products are selected based on their analysis to meet plant needs according to farm work procedures.</p> <p>Product application rates are calculated to optimise plant</p>	July 5,2025	Compete nt

	<p>benefit and minimize environmental impact according to manufacturer's specifications and farm work procedures.</p> <p>Specific products are applied at the correct rate, timing and method according to the product type and analysis, manufacturers specifications, farm work procedures, and in due consideration of the environmental implications.</p> <p>Product applications are recorded according to farm work procedures.</p>		
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	<p>Target plant response to the plant nutrition program, as well as any non-target effects such as environmental impact or pest responses are monitored, documented and reported to the supervisor according to farm work procedures.</p>		
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Unit of Competency: **CONTROL WEEDS**

Learning Outcome	Task/Activity Required	Date Accomplished	Instructor's Remarks
1. Assess weed infestation	<p>Scope, density and size of the infestation is assessed.</p> <p>Weeds and beneficial organisms are identified and reported or recorded in field notes.</p> <p>Levels of weed infestations tolerated by the client, market or</p>	July 7,2025	Competent

	<p>environment are identified from the integrated pest management (IPM) strategy.</p> <p>Infestation levels, above which plant health or growth objectives are compromised are identified.</p> <p>Professional advice is obtained as required according to enterprise guidelines.</p>		
2. Plan-the implementation of control measures	Control measures suitable for the infestation	July 8,2025	Competent

	<p>are selected from IPM strategy.</p> <p>Tools, equipment and implements are selected for each work activity according to enterprise work procedures. OHS hazards are identified, risks assessed, controls implemented and reported to the supervisor.</p> <p>Suitable safety equipment and personal protective equipment (PPE) are selected,</p>		
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	<p>used, maintained and stored.</p> <p>Control measures selected need to be in full consideration of environmental implications</p> <p>Control of harmful weeds with the use of cover crops</p>		
3. Implement control measures	Enterprise work team, contractors and IPM product suppliers are coordinated in a sequential, timely and effective manner in consultation	July 9,2025	Competent

	<p>with the supervisor.</p> <p>Control measures are implemented according to the IPM principles (e.g. water management for rice).</p> <p>Implementation of IPM activities is undertaken according to OHS requirements.</p> <p>A clean and safe work area is maintained throughout and on completion of each work activity.</p>		
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	<p>Land is prepared to ensure weed elimination.</p> <p>Records are maintained as required by legislation and enterprise guidelines.</p>		
	<p>Control methods are monitored to identify side effects to other plants, animals or external environment.</p> <p>Effectiveness of control methods are assessed in reference to specified industry and</p>		

	enterprise standards.		
	Adjustments to IPM control methods are implemented where necessary to meet enterprise specifications.		

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Unit of Competency: **PREPARE AND APPLY CHEMICALS**

Learning Outcome	Task/Activity Required	Date Accomplished	Instructors Remarks
1. Determine the need for chemical use	<p>Nature and level of the pest, weed infestation or disease is identified.</p> <p>Need for action is assessed as per established procedures.</p> <p>Requirement for chemical use as an option within an integrated pest management strategy is assessed.</p> <p>Hazard and risk analysis of different chemical options is undertaken.</p> <p>Requirement for chemical application including</p>	July 10,2025	Competent

	coverage by appropriate insurance is identified and confirmed.		
2. Prepare appropriate chemical	<p>Chemical label and Material Safety Data Sheets (MSDS) are read and understood.</p> <p>Labels are checked to ensure chemicals meet user requirements and specifications.</p> <p>Chemicals are prepared from those registered for the intended purpose, and to suit the organization's chemical use strategy.</p> <p>Legislation and regulations concerning chemical use are</p>	July 11,2025	Competent

	<p>identified and followed.</p> <p>Occupational Health and Safety (OHS) hazards and risks and risk control requirements associated with use of the chemical are identified.</p>		
3. Prepare to use chemicals according to the label and MSDS	<p>Personal protective equipment is selected and checked for use according to the product label and MSDS.</p> <p>Requirements for pre and post-operative checks on equipment are followed.</p> <p>Damage, wear or malfunctions of any equipment is identified and</p>	July 12,2025	Competent

	<p>reported or repaired.</p> <p>Requirements for the selection, preparation and adjustment of application equipment and tools for the appropriate chemicals are followed.</p> <p>Mixing rates are defined and calculated.</p> <p>Directions, standards and legislative requirements for mixing chemicals are followed.</p>		
4. Applychemicals	<p>Meteorological conditions and forecasts are assessed prior to and during application.</p> <p>Hazards of particular</p>	July 14,2025	Competent

	<p>chemicals are identified.</p> <p>Risks to others and the environment are assessed and controlled.</p> <p>Application equipment calibration procedures are followed.</p> <p>Procedures and precautions for the use of the chemicals are interpreted from labels and accreditation requirements.</p> <p>Requirements for chemical handling and application are determined from directions, standards and legislative requirements.</p>		
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	<p>Chemicals are applied safely and effectively according to directions.</p> <p>Chemical spills or accident procedures are followed.</p> <p>First aid equipment is made available on site.</p>		
5. Cleanup following chemical application	<p>Tools or equipment required to clean up chemicals are selected.</p> <p>Requirements for cleaning equipment and sites are defined and followed according to directions and standards.</p> <p>Requirements for disposing of unused chemicals, empty</p>	July 15,2025	Competent

	<p>containers or spilled material are defined from directions and standards.</p> <p>Procedures for reporting chemical spills are followed.</p>		
6. Record application details	<p>Application of chemicals is recorded according to organization procedures, label directions and legislation.</p> <p>Details of the specific chemical concerned are recorded correctly in the chemical inventory according to regulations.</p> <p>Inventory of personal protective equipment and application</p>	July 16,2025	Competent

	<p>equipment is recorded.</p> <p>Procedures and requirements for reporting application details to senior management or client are followed.</p> <p>Records of injury or poisoning associated with application of chemical are made and provided to the appropriate person.</p>		
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Unit of Competency: **ESTABLISH AGRONOMIC CROPS**

Learning Outcome	Task/Activity Required	Date Accomplished	Instructors Remarks
1. Prepare machinery and equipment for use	<p>Machinery and equipment is selected and confirmed against the work plan and prepared to manufacturers specifications.</p> <p>Equipment is securely attached and calibrated for operation to manufacturers specifications.</p> <p>Existing and potential OHS hazards in the workplace are identified, risks assessed and controlled in line with farm requirements.</p>	July 17,2025	Competent
2. Prepare for agronomic	Soil and weather conditions are	July 18,2025	Competent

crop establishment	<p>monitored for optimal seeding conditions.</p> <p>Soil conservation and sustainable land management practices and procedures are recognized and confirmed in accordance with farm requirements and environmental concerns.</p> <p>Seeding, fertilizer, and pest and weed control requirements are confirmed against the work plan and prepared to manufacturers specifications using safe handling procedures.</p> <p>Contingency plans are prepared for unusual seasonal conditions and</p>		
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	pest/disease outbreaks		
3. Sowthecrop	<p>Suitable personal protective clothing and equipment is selected, used and maintained in accordance with OHS requirements.</p> <p>Seeding and fertilizer applications are carried out in line with the work plan.</p> <p>Pest and weed control treatment is co-ordinated with seeding and fertilizer applications as required.</p> <p>Environmental implications associated with sowing operations are identified, assessed and controlled in line with farm requirements.</p>	July 19,2025	

4. Complete seeding operations	<p>Seeding, machinery and equipment operation records are maintained in accordance with farm requirements.</p> <p>Machinery and equipment damage, malfunctions or irregular performance are reported in line with farm requirements.</p> <p>Machinery and equipment is cleaned, secured and stored in line with manufacturer's specifications and farm requirements.</p>	July 21,2025	Competent
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Unit of Competency: **UNDERTAKE AGRONOMIC CROP MAINTENANCE ACTIVITIES**

Learning Outcome	Task/Activity Required	Date Accomplished	Instructors Remarks
1. Assess agronomic crop condition, growth and requirements	<p>Crops are monitored to assess their needs and observations are recorded and reported.</p> <p>Pest and disease control alternatives are identified in line with species and level of infestation present and taking into account consultant advice if obtained.</p> <p>Economic threshold data is identified in line with action targets.</p>	July 22,2025	Competent

	<p>Sites for regular measurement of soil moisture are established in consultation with survey advice.</p> <p>Soil probe is used to measure moisture levels and soil water percentage calculated.</p> <p>1Water requirements are calculated in line with standing crop and forecast weather conditions.</p>		
2. Applyfertilizerand amendments	<p>OHS hazards are identified, risks assessed and suitable controls are implemented.</p> <p>Suitable personal protective equipment is selected, used and maintained.</p>	July 23,2025	Competent

	<p>Specialist sprays are selected and applied to organization standard and taking into account consultant advice if obtained.</p> <p>Specialist sprays are applied according to industry standards for growth stages.</p> <p>Chipping or spot spraying is carried out as an integral part of weed control programs.</p> <p>Crop growth stages and keys are assessed, recorded and reported.</p> <p>Water is applied according to the identified need and the</p>		
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	<p>requirements of the organization.</p> <p>All applications are undertaken in the full consideration of adverse environmental impacts.</p>		
3. Monitor crop condition, growth and requirements	<p>Crop maturity is monitored and the need for further applications is determined in consultation with the manager.</p> <p>The health of the crop is continually monitored and corrections to growing plan are made as and when required.</p> <p>The timing of harvest is determined in consultation with contractors and</p>	July 24,2025	Competent

	property manager.		
4 Complete cleaning and hygiene operations	<p>Equipment is cleaned in accordance with manufacturers specifications, organizational procedures and regulations.</p> <p>All containers, leftover fluids, waste and debris from the maintenance and servicing work are disposed of safely and appropriately.</p> <p>All required records and documentation are completed accurately and promptly in accordance with organizational requirement</p>	July 25,2025	Competent

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Unit of Competency: **UNDERTAKE AGRONOMIC CROP HARVESTING ACTIVITIES**

Learning Outcome	Task/Activity Required	Date Accomplished	Instructors Remarks
1. Prepare to harvest agronomic crops	Requirements for the work to be undertaken, method and order of harvesting is interpreted from the harvest strategy and confirmed with the supervisor. OHS hazards are identified, risks assessed and suitable controls are implemented. Suitable personal protective equipment is	July 26, 2025	Competent

	selected, used and maintained. The environmental implications of harvesting the crop are identified, likely outcomes assessed and, if necessary, responsible action is taken. Windrowing/swathing is completed to the standard required by the harvest strategy. Crop is sampled for moisture content against the classification standards. The hygiene standards for the crop and the site are identified from the harvest strategy and/or the crop storage plan.		
2. Prepare the harvesting equipment	Harvesting machinery and other equipment are	July 28, 2025	Competent

	<p>cleaned of pests and other contaminants to maintain crop and site hygiene standards, as required by the harvest strategy.</p> <p>All machinery and equipment are serviced, assessed for reliability, adjusted for harvesting conditions and appropriate parts are replaced to ensure reliability during the harvest.</p> <p>All containers, leftover fluids, waste and debris from the maintenance and servicing work are disposed of safely and appropriately.</p> <p>All maintenance and servicing is documented according to the</p>		
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	requirements of the organizations record keeping system.		
3. Harvest crops	<p>The harvest strategy is followed and completed for each site.</p> <p>OHS hazards are identified, risks assessed and suitable controls are implemented.</p> <p>Suitable personal protective equipment is selected, used and maintained.</p> <p>The environmental implications of harvesting are identified, likely outcomes assessed and, if necessary, responsible action is taken.</p> <p>Harvesting machinery and ancillary equipment is operated in a safe</p>	July 29,2025	Competent

	<p>manner and at speeds to suit crop conditions.</p> <p>The quality of the crop is maximized by maintaining the hygiene of all surfaces that come into contact with the crop.</p> <p>The quality of the crop is maximized by continually checking and, where necessary, adjusting the harvester and ancillary equipment, including their height and other settings.</p>		
4. Complete harvesting operations	Equipment is cleaned in accordance with manufacturer's specifications, organizational procedures and regulations.	July 30,2025	Competent

	<p>Attachments and other ancillary equipment are cleaned and stored to minimize damage and to maximize hygiene according to manufacturer's specifications, organizational procedures and regulations.</p> <p>Insecticides are applied as required by the organization and the harvest strategy.</p> <p>All containers, leftover fluids, waste and debris from the maintenance and servicing work are disposed of safely and appropriately.</p> <p>All required records and documentation are completed accurately and promptly in accordance with</p>		
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	organizational requirements.		
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Unit of Competency: **SAVE, PREPARE AND STORE AGRICULTURAL SEED**

Learning Outcome	Task/Activity Required	Date Accomplished	Instructors Remarks
1. Select seed from agricultural crops	<p>The quantity of seed required to sow the following season's crop is calculated.</p> <p>The area of crop needed to produce the required quantity of seed for the following season's crop is calculated.</p>	July 31,2025	Competent

	<p>A portion of the crop to be used as seed is selected, based on the calculated requirements and its health, vigour, and grain size.</p> <p>The soil type and elevation/climatic conditions in the selected portion of the crop are noted for potential input to management decision-making.</p> <p>Measures are taken to preserve seed and plant health, vigour and uniformity within the selected area.</p> <p>The application of any chemicals to the crop is undertaken in full consideration of detrimental environmental impacts.</p>		
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	All work carried out is done using the appropriate personal protective equipment and is within OHS guidelines.		
2 Evaluate and grade seed	<p>After harvest, the grain variety saved is assessed for its suitability for the location, the soil, and the organization's current marketing requirements.</p> <p>Information regarding new varieties or trial results and progress is sourced for input to management decision-making.</p> <p>The seed is graded to the required size either on or off-site.</p> <p>Fungicidal and insecticidal dressings are</p>	August 1,2025	Competent

	<p>applied to the seed where appropriate and according to the organizations production and marketing requirements.</p> <p>Test samples are taken, prepared and forwarded to the analyzing body, according to the guidelines of that body.</p> <p>Records of observations, information gathered, and results of tests and grading are kept, updated, and maintained according to the requirements of the organization and the industry.</p> <p>The records kept are forwarded to the appropriate person</p>		
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	for analysis and decision-making.		
3 .Store seed	<p>The storage facilities to be used are selected and hygienically prepared.</p> <p>Seed is transferred to the storage facility according to the organizations OHS and hygiene guidelines.</p> <p>Seed is stored under conditions that maintain its quality and germination capacity.</p> <p>Periodical checks of seed in long-term storage are conducted for quality factors and viability according to enterprise requirements.</p> <p>Seed samples for laboratory testing</p>	August 2,2025	Competent

	are taken as required.		
	<p>Test samples are taken, prepared and forwarded for analysis according to prescribed guidelines.</p> <p>Clear and accurate records of seed storage, tests and inspections are created, maintained and kept as described in the seed storage program.</p> <p>The condition of storage facilities is monitored using the schedule and methods outlined in the seed storage program.</p> <p>Where it is required, appropriate corrective action is taken to maintain seed quality.</p>		

	Activities around the seed storage facilities are undertaken according to the OHS guidelines detailed in the grain storage program.		
4 Collect and deliver seed	<p>Delivery or supply terms are established and applied when collecting or delivering seed.</p> <p>Seed sold or purchased conforms to local State and Federal legislation and regulations.</p> <p>Regulations relating to the interstate movement of seeds are observed.</p>	August 4,2025	Competent

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Unit of Competency: **IMPLEMENT VERTEBRATE PEST CONTROL PROGRAM**

Learning Outcome	Task/Activity Required	Date Accomplished	Instructors Remarks
1. Assess requirements for pest control	<p>Vertebrate pest control requirements are assessed and clarified according to farm objectives.</p> <p>1.2 Inspections are carried out to ascertain type and severity of pest infestations.</p> <p>1.3 Control agents and methods of application to prevent, control or manage vertebrate pests are determined.</p> <p>Control program is developed for implementation</p>	August 5,2025	Competent

	according to farm requirements		
2. Prepare to implement control program	<p>Suitable personal protective equipment is selected, used and maintained according to OHS requirements.</p> <p>Equipment and materials required to support the implementation of control program are arranged. Relevant licenses and permits are obtained according to legislative requirements. Safe working practices are observed and followed according to OHS and farm requirements.</p>	August 6,2025	Competent
3. Control vertebrate pests	Control program is implemented according to OHS, legislative and farm requirements.	August 7,2025	Competent

	<p>Safeguards are employed to ensure that targeted pests are controlled and all other species remain unharmed.</p> <p>Integrated health management is considered and implemented as required.</p> <p>Environmental impacts are assessed and controlled according to legislative and farm requirements.</p>		
4. Complete control program	<p>Carcasses and control agents are disposed of according to environmental and industry Codes of Practice.</p> <p>Control program and outcomes are reviewed and evaluated for future best practice and</p>	August 8,2025	Competent

	<p>planning management.</p> <p>Equipment and work areas are cleaned and returned to operating order according to OHS and farm requirements.</p> <p>Relevant information is documented and maintained to industry standards and farm requirements.</p>		
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