Workplace Learning Record

VCE VET Agriculture, Horticulture, Conservation and Ecosystem Management

AHC20116 Certificate II in Agriculture

**Student name:**

Authorised and published by the Victorian Curriculum and Assessment Authority  
Level 7, 200 Victoria Pde  
East Melbourne VIC 3002

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Structured Workplace Learning Recognition

[VCE Structured Workplace Learning Recognition for VET](https://www.vcaa.vic.edu.au/curriculum/vce/vce-study-designs/SWLRforVET/Pages/Index.aspx) provides students with the opportunity to gain credit towards their VCE (including the VCE VM) or VPC by undertaking a Structured Workplace Learning (SWL) placement that is aligned to their VE1 VCE VET program or VE2 School-based Apprenticeship or Traineeship (SBAT).

To receive credit, students are required to demonstrate satisfactory achievement of the outcomes for the relevant unit of the *VCE Structured Workplace Learning Recognition for VET* study design.

Students must maintain a Workplace Learning Record (WLR) for each placement. In the WLR students must reflect on a minimum of six units of competency (UoCs) from their program, including a workplace health and safety (WHS) UoC.

About this workplace learning record

Students undertaking this study must maintain a Workplace Learning Record (WLR) related to the SWL placement for recording, authentication and assessment purposes.

Student reflections on their SWL placement are to be recorded in the three sections of this WLR to document the skills and knowledge learned, employability skills developed, and industry experience gained relating to the VET qualification being undertaken.

Students must undertake a work placement in a different workplace setting or context for each VCE unit and maintain a separate WLR per placement.

The WLR is divided into three sections.

**Section 1**: Learner profile

**Section 2**: Learning about VET units of competency (UoCs) 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 SWL placement.

|  |  |
| --- | --- |
| **Student Name** |  |
| **School** |  |
| **Phone number** |  |
| **Email** |  |
| **Explain why you decided to undertake this VET certificate?** | |
|  | |
| **List the other studies that you are undertaking.** | |
|  | |
| **Explain why you have chosen this overall program.** | |
|  | |
| **Outline what interests you about the industry.** | |
|  | |
| **What is your planned career path or future career aspiration?** | |
|  | |
| **Describe any workplace skills you have developed through previous work experience, SWL or part time employment.** | |
|  | |
| **How have you developed these skills?** | |
|  | |

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

This section of the WLR will contain three key questions per unit of competency (UoC) designed to draw out related experiences you may be exposed to in a 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 UoCs you have 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. Do not use the names or details of any clients/stakeholders external to the organisation/other. This record does not require identifying actual people or events, as this may breach confidentiality.

Program outline

AHC20116 Certificate II in Agriculture

The compulsory UoCs and a selection of electives are listed in the table below. You may list any additional UoC(s) relating to your experiences in the workplace in the table. Indicate the year in which you are undertaking each UoC. You must reflect on a minimum of six UoCs from your program, including a workplace health and safety (WHS) UoC.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| UoC code | UoC title | Nominal hours | Year | Page |
| **Work, Health and Safety** | | | | |
| AHCWHS201 | Participate in work health and safety processes | 20 |  | 9 |
| **Compulsory** | | | | |
| AHCWRK204 | Work effectively in the industry | 20 |  | 10 |
| AHCWRK209 | Participate in environmentally sustainable work practices | 20 |  | 11 |
| **Electives** | | | | |
| AHCBAC206 | Assist agricultural crop maintenance | 40 |  | 12 |
| AHCCHM201 | Apply chemicals under supervision | 30 |  | 13 |
| AHCDRY202 | Milk livestock | 30 |  | 14 |
| AHCINF201 | Carry out basic electric fencing operations | 40 |  | 15 |
| AHCINF202 | Install, maintain and repair farm fencing | 30 |  | 16 |
| AHCIRG220 | Assist with surface irrigation operations | 30 |  | 17 |
| AHCLSK202 | Care for health and welfare of livestock | 40 |  | 18 |
| AHCLSK205 | Handle livestock using basic techniques | 30 |  | 19 |
| AHCLSK209 | Monitor water supplies | 20 |  | 20 |
| AHCLSK210 | Muster and move livestock | 25 |  | 21 |
| AHCLSK211 | Provide feed for livestock | 30 |  | 22 |
| AHCMOM202 | Operate tractors | 40 |  | 23 |
| AHCMOM216 | Operate side by side utility vehicles | 50 |  | 24 |
| HLTAID010 | Provide basic emergency life support | 12 |  | 25 |
| MEM18002 | Use power tools/hand held operations | 20 |  | 26 |

Reflect on the UoCs you have experienced in the workplace on the following pages.

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 about punctuality, communication and general conduct in the workplace? |  |
| 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.

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

AHCBAC206 - Assist agricultural crop maintenance

This unit describes the skills and knowledge required to implement time management processes to organise and complete work tasks. It also addresses skills and knowledge to seek and review feedback for performance improvement regarding time management and use technology appropriate to the task.

|  |  |
| --- | --- |
| 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.

|  |  |
| --- | --- |
| 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. |  |

AHCDRY202 - Milk livestock

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

|  |  |
| --- | --- |
| 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? |  |

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.

|  |  |
| --- | --- |
| 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? |  |

AHCIRG220 - 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.

|  |  |
| --- | --- |
| 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. |  |

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.

|  |  |
| --- | --- |
| 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. |  |

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.

|  |  |
| --- | --- |
| 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.

|  |  |
| --- | --- |
| 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? |  |

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? |  |

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.

|  |  |
| --- | --- |
| 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? |  |

AHCMOM216 - 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.

|  |  |
| --- | --- |
| 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? |  |

HLTAID010 - 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.

|  |  |
| --- | --- |
| 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? |  |

MEM18002 - 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 describe the safety requirements that you were required to adhere to. |  |
| What maintenance was carried out in the workplace on power tools?  Explain the process you observed. |  |

Comments/observations on any other UoCs not listed

|  |  |
| --- | --- |
| UoCs | 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. Teamwork
3. Problem solving
4. Self-management
5. Planning and organising
6. Technology
7. Learning
8. Initiative and enterprise

When you are on work placement, you will be using employability skills in many ways.

This record will assist you when applying for jobs and in interviews. The skills you are developing may be transferred to a range of occupations.

In Section 3, identify the employability skills you have used and how you have demonstrated them in the workplace. Identify how the skills you have 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.

|  |
| --- |
|  |

How did you demonstrate **teamwork**? 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 issues.

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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.

|  |
| --- |
|  |

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.

|  |
| --- |
|  |

Summary of industry learning

At the conclusion of your SWL for this VET qualification, think about the experiences you have 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?

|  |
| --- |
|  |

Student declaration

I confirm that I have undertaken work placement with:

|  |  |  |
| --- | --- | --- |
| **Employer/Company/Business name** | **Dates of placement** | **Total hours of placement** |
|  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL** |  |  |

I have completed the reflections and evidence submitted in this WLR and they are from my own experiences.

**Signed** (Student)

**Name**

**Date**