

# Training and Assessment Strategy AHC31021 Certificate III in Parks and Gardens

# Certificate 3 Guarantee Work based

## **Provider information**

Name of RTO	LT Training Enterprises Pty Ltd	
Trading as	LT Training	
RTO Number	45726	
Registration Details	The link to our approved scope is <a href="https://training.gov.au/Organisation/Details/45726">https://training.gov.au/Organisation/Details/45726</a>	
Web Site	www.lttraining.com.au	
Contact Person	Mr. Lourens Grobler	
Contact Details	07 5476 3211 or Lourens@lttraining.com.au	
Implementation date	1 January 2024	
Review	A yearly review will be conducted on this training and assessment strategy or when there are any changes as per the TGA website.	
Rights and Responsibilities	This Training and Assessment Strategy (TAS) is to be read in conjunction with LT Training's Policies and Procedures. Other supporting documentation are  Trainer Qualification and Industry Experience matrix  Assessment tool mapping matrices  Industry consultation evidence	
Purpose	The purpose of this Training and Assessment Strategy is to provide guidance to all stakeholders, including but not limited to LT Training's staff, and the trainers who will be delivering the training, supporting learners, and marking assessments.  This document forms the project brief and proposed plan of implementation and	
	as such will undergo a process of continuous improvement through feedback from the department, industry, staff, trainers, and learners.	
	This training and assessment strategy provides guidance for target audience who are eligible to complete this course under the Queensland Government Certificate 3 Guarantee funded program, provided they meet the Queensland Government eligibility criteria. For further information on the Certificate 3 Guarantee program, please refer to: <a href="mailto:Training">Training</a>   Department of Employment, Small Business and Training (desbt.qld.gov.au) and Certificate 3 Guarantee   Department of Employment, Small Business and Training (desbt.qld.gov.au)	



## **Course overview**

Qualification Code	AHC31021
Qualification Title	Certificate III in Parks and Gardens
Version	training.gov.au - AHC31021 - Certificate III in Parks and Gardens Release 1
Training Package	training.gov.au - AHC - Agriculture, Parks and Gardens and Conservation and Land Management Training Package  AHC Agriculture, Parks and Gardens and Conservation and Land Management Training Package (Release 9.0)
Description	This qualification describes the skills and knowledge for trade level roles in the parks and gardens industry including gardener, greenkeeper and grounds person.  Individuals with this qualification perform tasks under broad supervision involving a broad range of skills that are applied in a wide variety of contexts, which will involve discretion and judgement in selecting and operating equipment, coordinating resources and applying contingency measures during work.  Work must comply with work health and safety and environmental regulations and legislation that apply to the workplace.  No licensing, legislative or certification requirements apply to this qualification at the time of publication.
Packing Rules	To be awarded the AHC31021 Certificate III in Parks and Gardens, competency must be achieved in a total number of 16 units.  Core Units = 11  Elective Units = 5  Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:  4 must be from the electives listed below  1 from the remaining electives listed below, or any currently endorsed Training Package or accredited course.



#### **CORE UNITS**

Complete all eleven (11) units from this list.

Unit code	Unit title
AHCIRG346	Operate pressurised irrigation systems
AHCMOM304	Operate machinery and equipment
AHCPCM306	Provide information on plants and their culture
AHCPGD307	Implement a plant establishment program
AHCPGD309	Perform specialist amenity pruning
AHCPGD310	Implement a landscape maintenance program
AHCPMG301	Control weeds
AHCPMG302	Control plant pests, diseases and disorders
AHCSOL304	Implement soil improvements for garden and turf areas
AHCTRF309	Implement a grassed area maintenance program
AHCWHS301	Contribute to work health and safety processes

#### **ELECTIVE UNITS**

Unit code	Unit title	Training Product
AHCCHM307	Prepare and apply chemicals to control pest, weeds and diseases	AHC31021
AHCCHM304	Transport and store chemicals	AHC31021
AHCMOM213	Operate and maintain chainsaws (Chainsaw level 1)	*AHC20416 – Extension approved by ASQA until 22/01/2025
**AHCPGD311	Conduct operational inspection of park facilities	AHC31021
AHCWRK309	Apply environmentally sustainable work practices	AHC31021

<sup>\*</sup>Please refer to Appendix A – Scope extension

#### **Target Group**

The target group are working age Queenslanders who are:

Australian citizens, Australian permanent residents, including humanitarian entrants, temporary residents with the necessary visa and work permits on the pathway to permanent residency, or a New Zealand citizen, who are aged 15 years or older and are no longer at school and who permanently reside in Queensland. These Queenslanders have not, or are not enrolled in a certificate

<sup>\*\*</sup>Participants may choose RIIWHS204E Work safely at heights, instead of AHCPGD311 Conduct operational inspection of park facilities. Participants MUST NOT elect both AHCPGD311 Conduct operational inspection of park facilities and RIIWHS204E Work safely at heights under the Certificate 3 Guarantee program.



	III or higher-level qualification (not including qualifications completed at school and foundation skills training).			
	The main target groups are people working in Parks and Gardens (work based environment).			
Queensland Government	This qualification is funded by the Queensland Government – Department of Employment, Small Business and Training (DESBT) as the Certificate 3 Guarantee program for eligible participants.			
Funding	During the duration of the AHC31021 Certificate III in Parks and Gardens, LT Training will comply fully with the following requirements of the program as detailed Certificate 3 Guarantee   Department of Employment, Small Business and Training (desbt.qld.gov.au)			
Co-Contribution Fee	The co-contribution fee for participants who quality for the Certificate 3 Guarantee funding program is based on the participant's location.			
	The co-contribution fee represents the total cost to the eligible participant, or for the employer who is contributing on behalf of a participant for enrolment charges, tuition fees, service fees, material fees and all other costs associated with course delivery.			
	Please refer to Appendix C – Co-contribution locations Information sheet			
Pre-enrolment	All prospective participants will be provided with the LT Training Student Handbook; organisational policies and procedures and full details on the course delivery mode; duration and entry requirements prior to enrolment, or commencing training and assessment whichever comes first.			
Entry	MUST:			
Requirements	<ul> <li>Be aged 15 years or older;</li> <li>Be no longer at school;</li> <li>Permanently reside in Queensland;</li> <li>Be an Australian citizen, Australian permanent resident (includes humanitarian entrant), temporary resident with the necessary visa and work permits on the pathway to permanent residency, or a New Zealand citizen</li> <li>Not hold, or not be enrolled in, a certificate III or higher-level qualification, not including qualifications completed at school and foundation skills training</li> <li>Complete a Language, Literacy and Numeracy (LLN) Skills Indicator Questionnaire prior to commencing training and assessment.</li> <li>Have a basic level of physical fitness</li> <li>Have own PPE for working in Parks and Gardens – minimum: long trousers; broad brim hat; gloves; sunglasses</li> </ul>			
LLN	Participants will be required to undertake a LLN Skills Indicator assessment questionnaire to assess their skills capabilities to undertake the qualification. Support will be provided for a participant who does not possess the LLN Skills indicator assessment questionnaire requirements, but meets the other entry requirements. LLN support may take the form of the participant receiving additional support with LT Training personnel and/or Trainer.			



Student Support	The following support will be available to participants where required:
	•Language, Literacy & Numeracy (LLN) support through extra tutorials from Trainer
	The following processes may be applied for participants identified as "at risk":
	Reasonable Adjustment:
	•to the physical learning and assessment environment – e.g. large print training and assessment materials
	•to learning and assessment activities, which do not compromise the training package requirements e.g. during Trainer Led simulations the Trainer may draw pictures on the board to explain the learning and assessments in more detail
	NOTE: Where any reasonable adjustment is required, it must be negotiated and agreed with the student, documented, and signed by the student and Trainer Assessor and MUST NOT compromise the integrity of the competency outcome as required.
	Progress Monitoring:
	All participants are monitored on a monthly basis to ensure participation and progress. Progress reports are generated from SMS (Student Management System) and sent to the Trainer Assessor.
At risk participant will be contacted or by phone and email to make arranto address any ongoing issues.	
	All records will be documented, and any agreed actions will be provided in writing (may be email where appropriate) to the student.
	All records of contact, meetings, letters or emails to the participant and Trainer Assessor and Campus / Operations Manager notes will be recorded in the participant's file in the SMS
USI	Participants will be required to provide a Unique Learner Identifier (USI) before AQF certification documentation is issued, unless an exemption applies under the Student Identifiers Act 2014.
	For more information regarding USI please refer to www.usi.gov.au
Pathways	Pathways into the qualification
	Participants may enter AHC31021 Certificate III in Parks and Gardens with limited or no vocational experience and without a lower level qualification. There are no entry requirements to this course.
	Pathways from the qualification
	After successfully achieving AHC31021 Certificate III in Parks and Gardens, participants could progress to AHC40422 Certificate IV in Parks and Gardens (please note LT Training does not currently have this qualification on scope of registration).
Award issued	Upon successful completion of all assessment components participants will receive a nationally recognised AHC31021 Certificate III in Parks and Gardens that includes a list of the units achieved.



	Should a participant not complete all requirements of the AHC31021 Certificate III in Parks and Gardens training package rules, they will be issued with a Statement of Attainment for all units where competency has been confirmed.		
Records	All participant assessment items, including but not limited to knowledge (written or oral) papers, practical performance checklists, training plan and assessment summaries and will be retained for a period of not less than, the Queensland Government regulatory requirements (DESBT).  Participant records of the statement of attainments / nationally recognised qualifications will be retained for not less than 30 years as per Standards for NVR		
	Registered Training Organisations 2015.		
Feedback	Feedback and input from participants and other stakeholders will be sought, analysed and acted upon, where necessary, on a regular basis. Information gained will form part of any review of materials and in the validation and moderation processes. Feedback will be sought through the following process:		
	<ul> <li>Informal interviews with participants</li> <li>Feedback with participants; the department; industry representatives</li> <li>AQTF Learner/Employer Questionnaire</li> <li>Monthly meetings with LT Training Trainers/Assessors/Operations and Compliance teams</li> </ul>		
RTO Self-assurance	LT Training has implemented the following self-assurance strategies to enable it		
strategies	to monitor and meet the requirements of the VET Quality Framework:		
	<ul> <li>Standards for Registered Training Organisations (RTOs) 2015</li> <li>Australian Qualifications Framework</li> <li>Financial Viability Risk Assessment Requirements 2021</li> <li>Data Provision Requirements 2020</li> <li>Employing qualified Trainers and Assessors</li> <li>Employing an Administration/Marketing Officer to manage marketing processes and records/AVETMISS data management</li> <li>Employing a Compliance Support Officer with the knowledge, skills and capabilities to support the organisation with ongoing compliance, self-assurance and governance requirements</li> <li>Using a Student Management system (VETtrak) to centralise, record and report student data collection</li> <li>Using MS Office Suite, including MS TEAMS to communicate effectively and efficiently virtually</li> <li>Pre-validating commercially purchased training and assessment resources, ensuring that they meet the training package requirements; the Principles of Assessment and Rules of Evidence</li> <li>Validating random student files to ensure that the training package, Principles of Assessment and Rules of Evidence have been met and that there is consistency in LT Training Assessor's judgement</li> <li>Reviewing and continuously updating policies and procedures; student handbook; marketing materials; training and assessment strategies; registers</li> <li>Regularly conducting industry engagement activities with relevant facilities and the industry sector</li> <li>Managing and monitoring training participant progress</li> </ul>		



## **Course delivery**

Duration	The AHC31021 Certificate III in Parks and Gardens will be delivered over 12 months.				
Delivery Modes	The AHC31021 Certificate III in Parks and which includes,	I Gardens will be a blended delivery mode			
	Distance self-paced study, including Face-to-face workbased classroom delivery, with an RPL component as detailed below:				
	Distance self-paced study via OneDrive (providing participants with soft copies of training and assessment materials), whereby participants will have access to Trainers/Assessors through email and/or mobile telephone and/or MS teams. Trainers/Assessors have 48 hours to respond to participants during a business week – Monday – Friday				
	Face-to-Face classroom in participants work based environment, or for participants who do not have access to a work based environment that meets the training package requirements, their face to face classroom delivery will be provided in a simulated work based environment.				
	Delivery will be TEN (10) trainer/asseduration as detailed below:	essor work based visits over a 12 month			
	<ul> <li>South East QLD locations up to 200km from LT Training Sunshine Coast Office – 10 x 1 day sessions</li> <li>All other locations – 2 x 4 day sessions AND 1 x 2 day session</li> </ul>				
	Please refer to Appendix C – co-contribution locations; Facilities and Proposed Training Schedule in this TAS.				
	Recognition of Prior Learning (RPL) for participants who consider that they will be able to meet the training package requirements for this qualification participants may apply to have their knowledge and skills assessed via the RPL process – as required				
Facilities	UoC will be delivered at in a simulated environment that replicates a work based environment, at one of the following facilities, which have written agreements with facility providers, if the work based environment is unable to provide the facilities.				
	<ul> <li>Classroom facilities – PCYC and The Cage Youth Foundation</li> <li>Parks and Gardens/nursery simulated work sites – Countryside and Cravin Nursery, Gold Coast Skills Centre and Woongoolba Tennis Club</li> </ul>				
	Countryside Wholesale Nursery 13 Kerada Road Rosemount QLD 4560	Cravin Hydroponics Nursery 69 Visentian Road Morayfield QLD 4506			
	PCYC Sunshine Coast	The Cage Youth Foundation			
	3 Youth Ave	882 German Church Road			
	Burnside QLD 4560	Redland Bay QLD 4165			
	Gold Coast Skills Centre	Woongoolba Tennis Club			
	5 Byth Street	1042 Stapylton Jacobs Well Road			
	Arundal GOLD COAST	Woongoolba QLD 4207			



## Delivery Arrangements

Delivery Arrangements are both **Supervised** and **Unsupervised** learning and assessment.

 Supervised hours represent the supervised structured learning and assessment activity required to sufficiently address the content of each unit. Supervised hours are assigned to learning and assessment activities that are delivered Face-toface work based delivery.

Supervised hours will be delivered by qualified Trainers/Assessors, commencing at 8:00am.

- Unsupervised hours represent activities that contribute to achieving the course outcomes that are not directly supervised in real time by a trainer or assessor. These include Distance Education self-paced self-study learning and assessment activities, including reading, researching and completing assignments and projects. The learning and assessment tasks will be provided to participants via OneDrive. Participants will have access to trainers whilst undertaking unsupervised self-paced activities. This may include but not limited to: emails, phone calls, video conference, and trainers/assessors will have 48 hours to reply to participant's during business hours Monday Friday.
- Participants will additionally have access to workplace supervisors, horticulturalists and relevant personnel whilst completing this qualification.

## **Credit Transfer**

For participants who may have formal AQF certification documentation from another RTO that may apply to this qualification, they will be offer the opportunity to apply for credit transfer/s.

## AQF Volume of Learning

The AHC31021 Certificate III in Parks and Gardens does meet the AQF VoL requirements which state that a Certificate III qualification is 1 years – 2 years (1200 – 2400 hours).

Please refer to the proposed training and assessment delivery schedule in this training and assessment strategies and the following AQF VoL table below:

Delivery	Delivery Details	
Training/learning	Supervised classroom (work based) training – 10 visits @ 3 hours per day	30
	Unsupervised self-study @ 17 hours per week x 52 weeks	884
Assessment	Supervised classroom (work based) practical assessments – 10 visits @ 4 hours per day	40
	Unsupervised self-study @ 5 hours per week x 52 weeks	260
TOTAL AQF VoL		1214



## Proposed UoC Training and Assessment Delivery Schedule - Locations in areas greater than 200km from LT Training's Sunshine Coast Office.

MONTHS	DELIVERY MODES	UoC Delivery	Assessments Due
1	Self-paced Study	AHCWHS301 Contribute to work health and safety processes	
	Self-paced Study	AHCPMG301 Control weeds  AHCCHM307 Prepare and apply chemicals to control pest, weeds and diseases	AHCWHS301 Contribute to work health and safety processes AHCPMG301 Control weeds AHCCHM307 Prepare and apply chemicals to control pest, weeds and
2	4 day work based classroom	AHCCHM304 Transport and store chemicals  AHCMOM213 Operate and maintain chainsaws	diseases  AHCCHM304 Transport and store chemicals AHCMOM213 Operate and maintain chainsaws
3		AHCPMG302 Control plant pests, diseases and disorders	
4		AHCPCM306 Provide information on plants and their culture	
5		AHCMOM304 Operate machinery and equipment	
6	Self-paced Study	AHCSOL304 Implement soil improvements for garden and turf areas  AHCPGD307 Implement a plant establishment program	
7		AHCPGD310 Implement a landscape maintenance program  AHCPGD311 Conduct operational inspection of park facilities OR RIIWHS204E  Work safely at heights	
8		AHCPGD309 Perform specialist amenity pruning	
9		AHCTRF309 Implement a grassed area maintenance program	AHCPMG302 Control plant pests, diseases and disorders AHCPCM306 Provide information on plants and their culture AHCMOM304 Operate machinery and equipment
			AHCSOL304 Implement soil improvements for garden and turf areas
	Self-paced Study		AHCPGD307 Implement a plant establishment program
	4 day Work based classroom visit		AHCPGD310 Implement a landscape maintenance program
			AHCPGD311 Conduct operational inspection of park facilities OR RIIWHS204E Work safely at heights AHCPGD309 Perform specialist amenity pruning AHCTRF309 Implement a grassed area maintenance program
10	Self-paced Study	AHCIRG346 Operate pressurised irrigation systems	
11	Self-paced Study	AHCWRK309 Apply environmentally sustainable work practices	
12	2 day Work based classroom visit	Finalise all UoC	AHCIRG345 Operate pressurised irrigation systems AHCWRK309 Apply environmentally sustainable work practices



## Proposed UoC Training and Assessment Delivery Schedule - Locations in areas 0 - 200km from LT Training's Sunshine Coast Office.

MONTHS	DELIVERY MODES	UoC Delivery	Assessments Due
1	Self-paced Study 1 day work based classroom	AHCWHS301 Contribute to work health and safety processes	
2	Self-paced Study 1 day work based classroom	AHCPMG301 Control weeds  AHCCHM307 Prepare and apply chemicals to control pest, weeds and diseases  AHCCHM304 Transport and store chemicals  AHCMOM213 Operate and maintain chainsaws	AHCWHS301 Contribute to work health and safety processes AHCPMG301 Control weeds AHCCHM307 Prepare and apply chemicals to control pest, weeds and diseases AHCCHM304 Transport and store chemicals AHCMOM213 Operate and maintain chainsaws
-		AUOPMOSSO O catallala de la catalla de la ca	
3		AHCPMG302 Control plant pests, diseases and disorders	AHCPMG302 Control plant pests, diseases and disorders AHCPCM306 Provide information on plants and their culture
4		AHCPCM306 Provide information on plants and their culture	AHCMOM304 Operate machinery and equipment
5		AHCMOM304 Operate machinery and equipment	AHCSOL304 Implement soil improvements for garden and turf areas
6	Self-paced Study 6 days work based classroom i.e. 1 per month	AHCSOL304 Implement soil improvements for garden and turf areas  AHCPGD307 Implement a plant establishment program	AHCPGD307 Implement a plant establishment program  AHCPGD310 Implement a landscape maintenance program
7		AHCPGD310 Implement a landscape maintenance program  AHCPGD311 Conduct operational inspection of park facilities OR RIIWHS204E Work safely at heights	AHCPGD311 Conduct operational inspection of park facilities OR  RIIWHS204E Work safely at heights AHCPGD309 Perform specialist amenity pruning
8		AHCPGD309 Perform specialist amenity pruning	
9	Self-paced Study 1 day work based classroom	AHCTRF309 Implement a grassed area maintenance program	AHCTRF309 Implement a grassed area maintenance program
10	Self-paced Study	AHCIRG346 Operate pressurised irrigation systems	
11	Self-paced Study	AHCWRK309 Apply environmentally sustainable work practices	
12	1 day work based classroom visit	Finalise all UoC	AHCIRG345 Operate pressurised irrigation systems AHCWRK309 Apply environmentally sustainable work practices



## Trainer / Assessor and Resources

Trainers and assessors must possess the following qualifications and experience:

**Trainers and Assessors** 

All training and assessment is delivered only by persons whom have:

- a) Vocational competencies at least to the level being delivered and assessed;
- b) Current industry skills directly relevant to the training and assessment being provided; and
- c) Current knowledge and skills in vocational training and learning that informs their training and assessment

#### AND

undertake professional development in the fields of the knowledge and practice of vocational training, learning and assessment, including competency-based training and assessment.

#### **AND**

As of March 2024 trainers and assessors must hold:

 TAE40116/TAE40122 Certificate IV in Training and Assessment (or its successor)

or

- TAE40110 Certificate IV in Training and Assessment plus the following units:
  - TAELLN411 (or its successor) or TAELLN401A, and
  - TAEASS502 (or its successor) or TAEASS502A or TAEASS502B

or

• a diploma or higher level qualification in adult education.

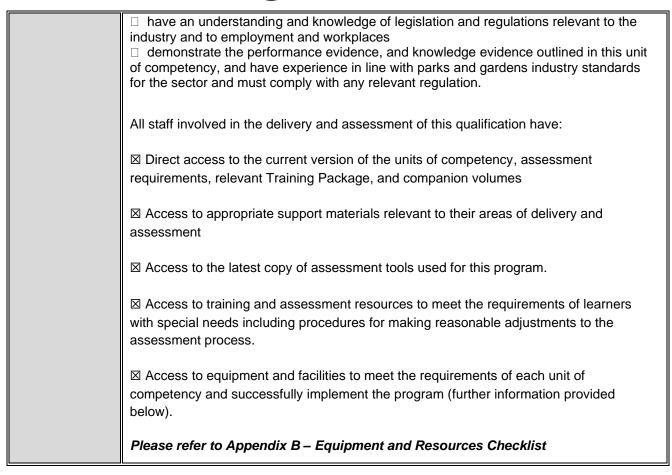
or

- a credential issued by a higher education provider (as defined by section 16-1 of the Higher Education Support Act 2003) which would enable the individual to satisfy the academic requirements for registration as a secondary school teacher in accordance with the registration requirements in at least one State or Territory, and one of the following credentials or the successor to one of the following credentials:
  - o TAESS00011/TAESS00019 Assessor Skill Set or
  - TAESS00024 VET Delivered to School Students Teacher Enhancement Skill Set



## **Assessors** As of March 2024, anyone who provides assessment only (i.e. does not deliver training) must hold the following: TAESS00011 Assessor Skill Set or its successor or TAESS00001 Assessor Skill set plus one of the following: TAEASS502 Design and Develop Assessment Tools or TAEASS502A Design and Develop Assessment Tools or TAEASS502B Design and Develop Assessment Tools or a diploma or higher level qualification in adult education or a credential issued by a higher education provider (as defined by section 16-1 of the Higher Education Support Act 2003) which would enable the individual to satisfy the academic requirements for registration as a secondary school teacher in accordance with the registration requirements in at least one State or Territory, and one of the following credentials or the successor to one of the following credentials: TAESS00011/TAESS00019 Assessor Skill Set or TAESS00024 VET Delivered to School Students Teacher Enhancement AND HAVE: current Blue cards where required by law under the Working With Children (Risk Management and Screening) Act 2000 (QLD) prior to conducting services that involve contact with participants under eighteen (18) years of age. AND will comply with any Queensland Government COVID-19 public health requirements AND for RIIWHS204E Work safely at heights assessors MUST demonstrate current and relevant industry knowledge and experience to satisfy the mandatory regulatory standards and have: □ vocational competencies at least to the level being delivered and assessed □ current industry skills directly relevant to the training and assessment being provided ☐ current knowledge and skills in vocational training and learning that informs their training and assessment ☐ formal relevant qualifications in training and assessment □ knowledge of and/or experience using the latest techniques and processes □ possess the required level of RII training product knowledge







## **Transition Arrangements**

The RTO CEO is subscribed to the following email updates and/or newsletters to ensure the RTO is advised of any changes to the Training Package:					
$\boxtimes$	Australian Skills Quality Authority	$\boxtimes$	Industry Skills Council		
$\boxtimes$	Training.gov.au		Other – specify		
$\boxtimes$	⊠ LinkedIn				
When there is a change to the Training Package that impacts on this TAS, LT Training's CEO will notify all staff affected as soon as possible.					
The RTO complies with clauses 1.26 & 1.27 of the <i>Standards for RTOs 2015</i> . When there are major changes to the Training Package, the LT Training management team will review the changes made and create a plan to transition to the new training package requirements and cater for completion arrangements for participants where possible. The progress of the transition will be monitored by the RTO Manager and the management team.					
Transition arrangements must be completed within 12 months of changes being published on training.gov.au for superseded qualifications and two years for deleted training products (except Skill Sets and units of competency which are 12 months). Refer to <a href="ASQA General Direction - Learner Transition">ASQA General Direction - Learner Transition</a>					

FINAL APPROVAL of document:					
Position in organisation:	Name:	Signature:	Date:		
CEO LT Training	Lourens Grobler		12 March 2024		



## APPENDIX A - Scope extension

From: <u>training.gov.au</u> < <u>training.gov.au</u> > Sent: Friday, 12 January 2024 11:37 AMTo: <u>thetrainer@live.com.au</u> < <u>thetrainer@live.com.au</u> >

Subject: training.gov.au - Changes to - 45726 - LT TRAINING ENTERPRISES PTY LTD View this email in a Web Browser

A joint initiative of the Australian and State and Territory Governments

This email has been automatically generated. Please do not use "Reply" to respond to this email.

#### Hello RTO

Updates have been made to 45726: LT TRAINING ENTERPRISES PTY LTD listing on training.gov.au.

You are receiving this email because you are subscribed through your training.gov.au account to receive notifications of changes to this Registered Training Organisation.

#### **Change Summary**

Below is the complete list of changes to 45726: LT TRAINING ENTERPRISES PTY LTD.

Please review these changes and if required please contact the responsible regulator to discuss the impact of the changes.

#### Registration period

Legal Authority	Exerciser	End Reason	Comments	Start Date	End Date
National Vocational Education and Training Regulator Act 2011	Australian Skills Quality Authority			19/Aug/2021	20/Mar/2023

#### Registration application renew

Registration start Date	Registration end Date	Application Renew registration	Outcome of application	Date of rejection
19/Aug/2021	20/Mar/2023	Yes	Granted	

#### Scope

Code	Title	Extent	Start Date	End Date
AHC20416	Certificate II in Horticulture	Deliver and assess	19/Aug/2021	22/Jan/2025
CHC33015	Certificate III in Individual Support	Deliver and assess	19/Aug/2021	31/Jul/2024



## APPENDIX B - EQUIPMENT AND RESOURCES CHECKLIST

#	UoC	Code	Title	Resources Required	CHECKLIST TICK	COMMENTS
1	CORE	AHCWHS301	Contribute to work health and safety processes	Training and assessment materials that meet the training package, the Principles of Assessment, and the Rules of Evidence (LT Training's own IP)  Workplace setting that reflects a parks and gardens environment  Training facilities to accommodate and support the number of participants undertaking the qualification that accurately represents workplace conditions PPE applicable to Parks and Gardens may include but not limited to boots; gloves; earmuffs; sun safe brim hats; sunglasses; knee pads; face mask Work health and safety policies, procedures, and legislation		
2	CORE	AHCPMG301	Control weeds	Training and assessment materials that meet the training package, the Principles of Assessment, and the Rules of Evidence (LT Training's own IP) Workplace setting that includes live weeds  Training facilities to accommodate and support the number of participants undertaking the qualification that accurately represents workplace conditions PPE applicable to Parks and Gardens may include but not limited to boots; gloves; earmuffs; sun safe brim hats; sunglasses; knee pads; face mask Workplace tools, equipment and machinery used for weed control, which may include but not limited to: hand trowels, shovels, hoes, rakes, spades, pitchforks, wheelbarrow, loppers, secateurs  Workplace health and safety policy and procedures for controlling weeds, including safety data sheets  Workplace policies, procedures and processes for record keeping  Other people – designated personnel must include clients		



3	ELECTIVE	AHCCHM307	Prepare and apply chemicals to	•	Training and assessment materials that meet the training package, the Principles of Assessment, and the Rules of Evidence (LT Training's own IP)		
			control pest,		,		
			weeds, and	•	Workplace setting that includes pests, weeds, and diseases		
			diseases	•	Chemicals, including chemical labels and SDS		
				•	Training facilities to accommodate and support the number of participants undertaking the qualification that accurately represents workplace conditions		
				•	PPE applicable to Parks and Gardens may include but not limited to boots;		
					gloves; earmuffs; sun safe brim hats; sunglasses; knee pads; face mask		
				•	Chemical application equipment including chemical measuring and mixing equipment, and manufacturers' operation and maintenance instructions		
				•	Workplace documents that include instructions and procedures for chemical application		
				•	Personal computer/laptop/mobile telephone that has internet access to weather forecasts		
4	ELECTIVE	AHCCHM304	Transport and store	•	Training and assessment materials that meet the training package, the		
			chemicals		Principles of Assessment, and the Rules of Evidence (LT Training's own IP)	П	
				•	Workplace setting that includes transport, for example but not limited to		
					vehicle/truck, and storage facility, for example but not limited to locked shed		
					with emergency equipment for chemicals		
				•	Chemicals, with appropriate labels and safety data		
				•	Training facilities to accommodate and support the number of participants undertaking the qualification that accurately represents workplace conditions		
				•	PPE applicable to Parks and Gardens may include but not limited to boots; gloves; earmuffs; sun safe brim hats; sunglasses; knee pads; face mask		
				•	Workplace health and safety policies, procedures and processes, and		
					legislation for chemical handling, storage, and transport, including chemical labels and safety data		
5	ELECTIVE	AHCMOM213	Operate and	•	Training and assessment materials that meet the training package, the		
	- OTHER		maintain chainsaws	5	Principles of Assessment, and the Rules of Evidence (LT Training's own IP)	П	
				•	Workplace setting that includes a site location for work or an environment that accurately represents workplace conditions		
				•	PPE applicable to operating and maintaining chainsaws which may include but not limited to helmet protecting head; visual protection; full length trousers; gloves; hearing protection; boots; fall protection, as necessary		



			•	Chainsaws, with chainsaw manufacturer's specifications and operator manual		
			•	Chainsaw tools		
			•	Wood		
6	CORE	AHCPMG302	Control plant pests, odiseases, and	Training and assessment materials that meet the training package, the Principles of Assessment, and the Rules of Evidence (LT Training's own IP)		
			disorders	Workplace setting that includes a field or an environment that has pests, diseases, and disorders		
			•	Training facilities to accommodate and support the number of participants		
			•	undertaking the qualification that accurately represents workplace conditions  PPE applicable to Parks and Gardens may include but not limited to boots;		
				gloves; earmuffs; sun safe brim hats; sunglasses; knee pads; face mask		
			•	Workplace tools, equipment and machinery used for controlling plant pests, diseases, and disorders, which may include but not limited to: hand trowels,		
				shovels, hoes, rakes, spades, pitchforks, wheelbarrow, loppers, secateurs, chemicals, and treatments		
			•	Workplace health and safety policy and procedures for controlling plant pests, diseases, and disorders, including safety data sheets		
			•	Workplace policies, procedures and processes for record keeping		
			•	Legislation/codes of practice		
			•	Other people – designated personnel must include clients and supervisor		
7	CORE	AHCPCM306	Provide information on plants and their	Training and assessment materials that meet the training package, the Principles of Assessment, and the Rules of Evidence (LT Training's own IP)		
			culture	Workplace setting that includes the ability to research online reference material, information sheets, labels, horticulture literature, etc. – for example		
				but not limited to access to a Personal Computer/laptop/mobile telephone		
			•	Training facilities to accommodate and support the number of participants undertaking the qualification that accurately represents workplace conditions		
			•	Other people – designated personnel must include clients and appropriate personnel (Supervisor)		
8	CORE	AHCMOM304	Operate machinery  and equipment	Training and assessment materials that meet the training package, the Principles of Assessment, and the Rules of Evidence(LT Training's own IP)	П	
			•	Workplace setting that includes a range of machinery and equipment		
			•	Training facilities to accommodate and support the number of participants undertaking the qualification that accurately represents workplace conditions		



					T
				PPE applicable to Parks and Gardens MUST include enclosed to shoes and	
				may include, but not limited to boots; gloves; earmuffs; sun safe brim hats; sunglasses; knee pads; face mask	
				<ul> <li>A range of machinery and equipment, including operation; safety and maintenance manuals, and industry and workplace biosecurity procedures for each piece of equipment and machinery</li> </ul>	
9	CORE	AHCSOL304	Implement soil improvements for garden and turf areas	<ul> <li>Training and assessment materials that meet the training package, the Principles of Assessment, and the Rules of Evidence (LT Training's own IP)</li> <li>Workplace setting that includes garden and turf areas, including three (3) separate soil sites or media for collecting and testing</li> </ul>	
				<ul> <li>Training facilities to accommodate and support the number of participants undertaking the qualification that accurately represents workplace conditions</li> </ul>	
				<ul> <li>PPE applicable to Parks and Gardens may include but not limited to boots;</li> <li>gloves; earmuffs; sun safe brim hats; sunglasses; knee pads; face mask</li> </ul>	
				<ul> <li>Workplace tools and equipment for soil testing, including pH meter and pH colour test kit, conductivity meter, soil colour charts, NPK colour test kits and measuring equipment</li> </ul>	
				<ul> <li>Storing facilities</li> <li>Workplace policies, procedures and instructions for soil testing and soil improvements</li> </ul>	
10	CORE	AHCPGD307	Implement a plant		
			establishment program	<ul> <li>Principles of Assessment, and the Rules of Evidence (LT Training's own IP)</li> <li>Workplace setting that includes a site to implement a plant establishment program and site plans and specifications</li> <li>Training facilities to accommodate and support the number of participants undertaking the qualification that accurately represents workplace conditions</li> <li>Plants</li> </ul>	
				<ul> <li>PPE applicable to Parks and Gardens may include but not limited to boots; gloves; earmuffs; sun safe brim hats; sunglasses; knee pads; face mask</li> <li>Workplace tools, equipment and machinery used for planting which may</li> </ul>	
				include but not limited to: hand trowels, shovels, hoes, rakes, spades, pitchforks, watering cans, wheelbarrow, loppers, secateurs	
				<ul> <li>Workplace health and safety policy and procedures for implementing a plant establishment program</li> </ul>	



				Other people – designated personnel must include Supervisor	
11	CORE	AHCPGD310	Implement a landscape	Training and assessment materials that meet the training package, the Principles of Assessment, and the Rules of Evidence (LT Training's own IP)	
			maintenance program	Workplace setting that includes the ability to implement a landscape maintenance program, including both soft and hard landscape	
				Site Inspection Checklist	
				Training facilities to accommodate and support the number of participants	
				undertaking the qualification that accurately represents workplace conditions	
				PPE applicable to Parks and Gardens may include but not limited to boots; gloves; earmuffs; sun safe brim hats; sunglasses; knee pads; face mask	
				Workplace tools, equipment and machinery used for landscaping, which may	
				include but not limited to: hand trowels, shovels, hoes, rakes, spades, pitchforks, watering cans, wheelbarrow, loppers, secateurs, brooms, brushes; cleaning – buckets/mops	
				Workplace health and safety policy and procedures for implementing a landscape maintenance program	
				Landscape maintenance program and standards	
12	ELECTIVE	AHCPGD311	Conduct operational	Training and assessment materials that meet the training package, the Principles of Assessment, and the Rules of Evidence (LT Training's own IP)	
			inspection of park facilities	Workplace setting that includes park facilities	
			idolililoo	Training facilities to accommodate and support the number of participants undertaking the qualification that accurately represents workplace conditions	
				PPE applicable to Parks and Gardens may include but not limited to boots;	
				gloves; earmuffs; sun safe brim hats; sunglasses; knee pads; face mask	
				Workplace tools, equipment that include but not limited to camera/mobile telephone for photography Workplace policies, procedures, and processes for conducting operational inspection of park facilities, including legislation and codes of practice	
				Other people – designated personnel must include Supervisor or Client	
13	CORE	AHCPGD309	Perform specialist amenity pruning	Training and assessment materials that meet the training package, the Principles of Assessment, and the Rules of Evidence (LT Training's own IP)	
			- ,, , ,	Workplace setting that includes the ability to perform specialist pruning	
				Training facilities to accommodate and support the number of participants undertaking the qualification that accurately represents workplace conditions	



				Three different plants that require pruning, which must include a TREE	
				<ul> <li>PPE applicable to Parks and Gardens may include but not limited to boots;</li> </ul>	
				gloves; earmuffs; sun safe brim hats; sunglasses; knee pads; face mask	
				<ul> <li>Workplace tools, equipment and machinery used for planting which may include but not limited to: hand trowels, shovels, hoes, rakes, spades,</li> </ul>	
				pitchforks, watering cans, wheelbarrow, loppers, secateurs	
				<ul> <li>Workplace health and safety policy and procedures for performing specialist amenity pruning</li> </ul>	
				<ul> <li>Site environmental and disease control procedures applicable to performing specialist amenity pruning</li> </ul>	
				AS4373-2007 Pruning of amenity trees requirements	
14	CORE	AHCTRF309	Implement a grassed area	<ul> <li>Training and assessment materials that meet the training package, the Principles of Assessment, and the Rules of Evidence (LT Training's own IP)</li> </ul>	
			maintenance	<ul> <li>Workplace setting that includes a grassed area of at least 100 square meters</li> </ul>	
			program	<ul> <li>Training facilities to accommodate and support the number of participants undertaking the qualification that accurately represents workplace conditions</li> </ul>	
				<ul> <li>PPE applicable to Parks and Gardens may include but not limited to boots;</li> </ul>	
				gloves; earmuffs; sun safe brim hats; sunglasses; knee pads; face mask	
				<ul> <li>Workplace tools and equipment that includes rotary and cylinder mowers, coring and scarifying equipment or machines; fertilizer spreaders; spray and drenching equipment; measuring equipment; fertilizers, amendments and weed treatments</li> </ul>	
				<ul> <li>Fuels and oil for equipment, including operating instructions for equipment</li> </ul>	
				Other people – designated personnel must include Supervisor	
15	CORE	AHCIRG346	Operate pressurised	<ul> <li>Training and assessment materials that meet the training package, the Principles of Assessment, and the Rules of Evidence (LT Training's own IP)</li> </ul>	
			irrigation systems	<ul> <li>Workplace setting that includes pressurised irrigation systems</li> </ul>	
				Training facilities to accommodate and support the number of participants  undertaking the qualification that accurately represents workplace conditions.	
				<ul> <li>undertaking the qualification that accurately represents workplace conditions</li> <li>PPE applicable to Parks and Gardens may include but not limited to boots;</li> </ul>	
				gloves; earmuffs; sun safe brim hats; sunglasses; knee pads; face mask	
				Pressurised irrigation system equipment, with operation and maintenance manual	
				<ul> <li>Pressurised irrigation system tools and equipment, including operating</li> </ul>	
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				procedures	
				Workplace notices; workplace safety signs, symbols, labels, and work instructions applicable to Parks and Gardens	
				Workplace health and safety legislation – Work Health and Safety Act	
				Regulations, codes of practice and workplace procedures applicable to Parks and Gardens	
				Other people – designated personnel must include Supervisor	
16	ELECTIVE	AHCWRK309	Apply	Training and assessment materials that meet the training package, the	
			environmentally	Principles of Assessment, and the Rules of Evidence (LT Training's own IP)	
			sustainable work practices	Workplace setting that includes parks and gardens work sites	
			practices	Training facilities to accommodate and support the number of participants undertaking the qualification that accurately represents workplace conditions	
				PPE applicable to Parks and Gardens may include but not limited to boots; gloves; earmuffs; sun safe brim hats; sunglasses; knee pads; face mask	
				Workplace environmentally sustainable policies, procedures, and processes	
*	ELECTIVE	RIIWHS204E	Work safely at	Training and assessment materials that meet the training package, the	
			heights	Principles of Assessment, and the Rules of Evidence (LT Training's own IP)	
				Workplace setting that includes working safely at heights	
				Training facilities to accommodate and support the number of participants undertaking the qualification that accurately represents workplace conditions	
				PPE applicable to working safely at heights	
				Legislation/regulations; policies, procedures, and processes for working safely at heights	

<sup>\*</sup>Participants may elect this UoC instead of AHCPGD311 Conduct operational inspection of park facilities



## APPENDIX C - Co-contribution rate location information sheet

Location	Local Government Areas	Co-contribution rate per unit for concessional enrolments	Co-contribution rate per unit for non-concessional enrolments	Associated costs which have been included in the co-contribution fee, including breakdown information
South EAST QLD	When 200 km away from the Sunshine Coast office. City of Brisbane, City of Gold Coast, Somerset Region, Sunshine Coast Region, City of Moreton Bay, Redland Bay, Logan City, Ipswich, Shire of Noosa, Shire of Gympie	\$8.00 per unit	\$16.00 per unit	Motor vehicle travel - 0.85 cents per km one vehicle (up to 200 km from LT Training's Head Office) based on Trainer/Assessor travelling to the region over 8 day visits
South EAST QLD and further	When 200 km to 600 km away Scenic Rim Region, Toowoomba Region, including Toowoomba, Condamine, Nanango, Goondiwindi, Southern Downs and Western Downs, Lockyer Valley Region, North Burnett, South Burnett, Bundaberg, Shire of Balonne	*\$165 per unit	*\$170 per unit	Motor vehicle travel - 0.85 cents per km one vehicle (over 200 km and up to 600 km from LT Training's Head Office)  Example below based on a Trainer/Assessor travelling to the region for two 4 day block delivery i.e. 8 days  • Accommodation Costs – up to \$150 per night for eight nights. \$150 x 8 = \$1200  • Meal Costs -\$105 x 8 days = \$840  • Motor vehicle return trip 400 km (least kms) x 0.85c per km = \$340 per trip x 2 trips = \$680  • TOTAL COSTS = \$2720 @ 16 units = \$170 per unit
Mackay, Isaac and Whitsunday  Central QLD  North QLD  Far North QLD	When further than 600 km away. City of Mackay, Mackay, Shire of Mirani, Shire of Sarina, Shire of Bowen, Shire of Whitsunday Central Highlands, Isaac Burdekin, Hinchinbrook, Palm Island, Townsville Aurukun, Burke, Cairns, Carpentaria, Cassowary Coast, Cook, Croydon, Doomadgee, Douglas, Etheridge, Hope Vale, Kowanyama, Lockhart River, Mapoon, Mareeba, Mornington, Mapranum, Northern Peninsula Area, Pormpuraaw, Tablelands, Torres Strait Islands, Weipa, Wujal, Yarrabah	*\$310 per unit	*\$315 per unit	Air Travel – over 600 km from LT Training's Head Office - best value fare at the lowest cost fare available at the time of booking  Accommodation Costs – up to \$150 per night  Meal Costs:  Breakfast – up to \$25  Lunch – up to \$30  Dinner – up to \$50  Example below based on a Trainer/Assessor travelling to the region for two 4 day block delivery i.e. 8 days  Air Travel return ticket = \$1500 x 2 visits = \$3000  Accommodation - \$150 x 8 days = \$1200  Meal Costs -\$105 x 8 days = \$840  TOTAL COSTS = \$5040 @ 16 units = \$315 per unit

<sup>\*</sup>These co-contribution rates are based on one (1) eligible student participating in training and assessment in these locations. If more than one (1) eligible student is participating in training and assessment in these locations simultaneously, co-contribution rate reductions may apply.