

Training and Assessment Strategy AHC31021

Certificate III in Parks and Gardens

USERCHOICE

APPRENTICESHIP

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 https://training.gov.au/Organisation/Details/45726
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 <ul style="list-style-type: none"> • Trainer Qualification and Industry Experience matrix • Assessment tool mapping matrices • Industry consultation evidence • Learner and assessor resources • DESBT Apprenticeship and traineeship details, including but not limited to Declaration Policy – refer Certificate III in Parks and Gardens: Queensland Training Information Service (QTIS)

Purpose	<p>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.</p> <p>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 – apprentices/trainees..</p> <p>This training and assessment strategy provides guidance for target audience who are eligible to complete this course under the Queensland Government USER CHOICE funded program, provided they meet the Queensland Government eligibility criteria. For further information User Choice program documents Department of Employment, Small Business and Training (desbt.qld.gov.au)</p> <p>User Choice related policies and documents: www.desbt.qld.gov.au/training/providers/funded/userchoice</p> <p>Information and requirements for supervising registered training organisations (SRTOs): For supervising registered training organisations Education and training Queensland Government (www.qld.gov.au)</p>
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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	<p>This qualification describes the skills and knowledge for trade level roles in the parks and gardens industry including gardener, greenkeeper and grounds person.</p> <p>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.</p> <p>Work must comply with work health and safety and environmental regulations and legislation that apply to the workplace.</p> <p>No licensing, legislative or certification requirements apply to this qualification at the time of publication.</p>
Packing Rules	<p>To be awarded the AHC31021 Certificate III in Parks and Gardens, competency must be achieved in a total number of 16 units.</p> <ul style="list-style-type: none"> • Core Units = 11 • Elective Units = 5 <p>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:</p> <ul style="list-style-type: none"> ▪ 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
AHPCPM306	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 – <i>Extension</i> <i>approved by ASQA</i> <i>until 22/01/2025</i>
**AHCPGD311	Conduct operational inspection of park facilities	AHC31021
AHCWRK309	Apply environmentally sustainable work practices	AHC31021

**Please refer to Appendix A – Scope extension*

***Apprentices may choose RIIWHS204E Work safely at heights, instead of AHCPGD311 Conduct operational inspection of park facilities. Apprentices MUST NOT elect both AHCPGD311 Conduct operational inspection of park facilities and RIIWHS204E Work safely at heights under the USERCHOICE funding program.*

Target Group	The target group are persons over 13 years of age who are no longer at school and meet the apprenticeship and entry requirements.
Apprenticeship Details	<p>Apprenticeship details:</p> <p><u>Certificate III in Parks and Gardens: Queensland Training Information Service (QTIS)</u></p> <p>Declaration of Apprenticeships and Traineeships in Queensland Policy: <u>Declaration of apprenticeships and traineeships - policy (publications.qld.gov.au)</u></p> <p>Duties under the apprenticeship:</p> <ul style="list-style-type: none"> • Installing and maintaining plant displays • Cultivating turf • Installing irrigation and drainage • Controlling weeds, pests and diseases • Performing operational maintenance of machinery • Providing information on plants, products and treatments <p>Apprenticeship employment</p> <p>Full-time - Probation period = 90 days</p> <p>Queensland USER CHOICE program funding details</p> <p>The Queensland User Choice program funds Skills Assure suppliers (RTOs) for the provision of services to eligible apprentices and trainees. For more information, please visit <u>User Choice in Queensland</u>.</p> <p>Funded under the User Choice Program: Yes</p> <p>Full Price - Priority Population Groups: \$6,310.00</p> <p>Queensland Government Contribution - All Other Students including SATs: \$6,310.00</p> <p>Number of funded units of competency: 16</p> <p>Priority: 1</p> <p>Funding restrictions:</p> <ul style="list-style-type: none"> • Note that Queensland Government Contribution may be the same as Full Price, depending on qualification priority and thin market status <p>Funding not available for new commencements from: N/A</p> <p>User Choice Training Catalogue Item: 22751</p>

	<p>DELTA Qualification ID: 4015</p> <p>Industry training group: Primary Industry - Horticulture</p> <p>Industrial relations details</p> <p>Since 1 January 2010, all private sector employers and employees in Queensland, including apprentices and trainees, have their wages and conditions of employment covered by the Fair Work Act 2009 and modern awards. This legislation is administered by the Commonwealth Government Fair Work Ombudsman's office. https://www.fairwork.gov.au/pay/minimum-wages/apprentice-and-trainee-pay-rates.</p> <p>Apprentices and trainees are considered employees and may receive entitlements the same as other employees such as: annual leave, sick leave, public holidays, superannuation, workers compensation and allowances. Apprentices and trainees must also receive a pay slip to cover full details of the pay for each pay period. Pay slips have to be given to an employee (including apprentices and trainees) within 1 working day of pay day and be either in electronic form or paper hard copy.</p> <p>Parties should make enquiries with the Fair Work Ombudsman on Ph: 13 13 94 or at http://www.fairwork.gov.au to determine the correct industrial instrument and entitlements.</p> <p>When employment is ceasing the employer or the employee (apprentice/trainee) must provide the appropriate notice periods as per the relevant award or registered workplace agreement. A notice period is the length of time that an employer or employee (apprentice/trainee) has to give to end employment. Additional information about notice periods can be found at: http://www.fairwork.gov.au/ending-employment/notice-and-final-pay.</p> <p>Unfair dismissal is when an employee (apprentice/trainee) is dismissed from their job in a harsh, unjust or unreasonable manner. Additional information about unfair dismissal can be found at: http://www.fairwork.gov.au/ending-employment/unfair-dismissal.</p> <p>Public sector and local government workers in Queensland remain under the state industrial relations system. Additional information about wages and conditions of employment for employees (apprentices/trainees employed by state or local government) can be found at: https://www.forgov.qld.gov.au/working-in-the-public-service/directives-awards-and-legislation/pay-awards-and-agreements.</p>
<p>Pre-enrolment</p>	<p>All prospective apprentices 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.</p>
<p>Entry Requirements</p>	<p>MUST:</p> <ul style="list-style-type: none"> • Be aged 13 years or older; • Be an Australian or New Zealand citizen, who have entered Australia on a valid passport and have unrestricted rights to employment in Australia • Specific visa holders whose work rights allow this, based on individual circumstances and advice provided by the Department of Home Affairs Department of Home Affairs

	<ul style="list-style-type: none"> • Complete a Language, Literacy and Numeracy (LLN) Skills Indicator Questionnaire prior to commencing training and assessment. • Have a basic level of physical fitness • Have own PPE for working in Parks and Gardens – minimum: long trousers; broad brim hat; gloves; sunglasses
LLN	<p>Apprentices 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 an apprentice 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 apprentice receiving additional support with LT Training personnel and/or Trainer.</p>
Student Support	<p>The following support will be available to apprentices where required:</p> <ul style="list-style-type: none"> •Language, Literacy & Numeracy (LLN) support through extra tutorials from Trainer <p>The following processes may be applied for apprentices identified as “at risk”:</p> <p>Reasonable Adjustment:</p> <ul style="list-style-type: none"> •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 <p>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.</p> <p>Progress Monitoring:</p> <p>All apprentices are monitored by qualified trainers/assessors to ensure participation and progress. Progress reports are generated from SMS (Student Management System) and sent to the Trainer Assessor.</p> <p>At risk apprentices will be contacted or by phone and email to make arrangements to address any ongoing issues.</p> <p>All records will be documented, and any agreed actions will be provided in writing (may be email where appropriate) to the student.</p> <p>All records of contact, meetings, letters or emails to the apprentice and Trainer Assessor and Campus / Operations Manager notes will be recorded in the apprentice’s file in the SMS</p>
USI	<p>Apprentices 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.</p> <p>For more information regarding USI please refer to www.usi.gov.au</p>

<p>Pathways</p>	<p>Pathways into the qualification</p> <p>Apprentices 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.</p> <p>Pathways from the qualification</p> <p>After successfully achieving AHC31021 Certificate III in Parks and Gardens, apprentices could progress to AHC40422 Certificate IV in Parks and Gardens (<i>please note LT Training does not currently have this qualification on scope of registration</i>).</p> <p>Employment pathways that may be available to graduates who complete this qualification includes:</p> <p>Gardeners</p>
<p>Award issued</p>	<p>Upon successful completion of all assessment components apprentices will receive a nationally recognised AHC31021 Certificate III in Parks and Gardens that includes a list of the units achieved.</p> <p>Should an apprentice 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.</p>
<p>Records</p>	<p>Apprentices will have a Training Plan based on the approved training plan template Apprenticeship/Traineeship Training Plan template - Dataset - Publications Queensland Government</p> <p>An Employer Resource Assessment template will be retained on the apprentices file at all times. Employer resource assessment templates - Dataset - Publications Queensland Government</p> <p>All apprentice 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).</p> <p>Apprentice 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.</p>
<p>Feedback</p>	<p>Feedback and input from apprentices 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:</p> <ul style="list-style-type: none"> • Informal interviews with apprentices • Feedback with apprentices; the department; industry representatives • AQTF Learner/Employer Questionnaire • Monthly meetings with LT Training Trainers/Assessors/Operations and Compliance teams

<p><i>RTO Self-assurance strategies</i></p>	<p>LT Training has implemented the following self-assurance strategies to enable it to monitor and meet the requirements of the VET Quality Framework:</p> <ul style="list-style-type: none"> • <i>Standards for Registered Training Organisations (RTOs) 2015</i> • <i>Australian Qualifications Framework</i> • <i>Financial Viability Risk Assessment Requirements 2021</i> • <i>Data Provision Requirements 2020</i> <ol style="list-style-type: none"> 1. Employing qualified Trainers and Assessors 2. Employing an Administration/Marketing Officer to manage marketing processes and records/AVETMISS data management 3. Employing a Compliance Support Officer with the knowledge, skills and capabilities to support the organisation with ongoing compliance, self-assurance and governance requirements 4. Using a Student Management system (VETtrak) to centralise, record and report student data collection 5. Using MS Office Suite, including MS TEAMS to communicate effectively and efficiently virtually 6. Pre-validating commercially purchased training and assessment resources, ensuring that they meet the training package requirements; the Principles of Assessment and Rules of Evidence 7. 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 8. Reviewing and continuously updating policies and procedures; student handbook; marketing materials; training and assessment strategies; registers 9. Regularly conducting industry engagement activities with relevant facilities and the industry sector 10. Managing and monitoring training apprentice progress
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Course delivery

Duration	Full time apprenticeship, delivered over 36 months.
Delivery Modes	<p>The AHC31021 Certificate III in Parks and Gardens will be a blended delivery mode which includes:</p> <p>Employment based; Distance self-paced study, and Face-to-face classroom delivery, with an RPL component as detailed below:</p> <ul style="list-style-type: none"> • Employment based at the apprentices workplace (full time – 38 hour week) • 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 apprentice’s work based environment with ten (10) trainer/assessor work based visits over a 36 month duration. <p>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</p>
Workplace Responsibilities	<p>Employers are required to provide, or arrange to provide the facilities, range of work, supervision and training as detailed in the training plan.</p> <p>Employers are required to provide the following qualified person for the apprenticeship:</p> <ol style="list-style-type: none"> 1. A person who has satisfactorily completed an apprenticeship in the apprentice's calling in Australia, and is the holder of a completion certificate issued under an Act, or 2. A person who holds a certificate of recognition issued under an Australian Act, certifying the person has the necessary skills and knowledge in the calling, or 3. An Australian tradesperson in the apprentice's calling, as defined under a specific industrial instrument, or 4. A New Zealand tradesperson in the apprentice's calling whose occupation may be recognised under the <i>Trans-Tasman Mutual Recognition (Queensland) Act 2003</i>, or 5. A person who holds a relevant qualification in the apprenticeship calling, or 6. A person individually, or persons collectively, who has/have documented competence (i.e. a testamur/qualification and associated record of results or a statement of attainment as recognised under the Australian Qualifications Framework, achieved through an RPL or training pathway) in all the competencies the employer is required to provide training for under the apprentice’s training plan. <p>Employers are required to provide the required facilities and resources to support the apprentice develop the on-the-job knowledge and skills required to support the units of competency listed in the apprentice’s training plan. An Employer Resource Assessment (ERA) will be completed prior to the apprentice commencing their apprenticeship, and will be reviewed and updated, as necessary, every 3 months (quarterly) as detailed below:</p>

	Employer resource assessment guidelines Education and training Queensland Government (www.qld.gov.au)									
Location	Employer's workplace location – employment based.									
Delivery Arrangements	<p>Delivery Arrangements are both Supervised and Unsupervised learning and assessment.</p> <p>Supervised hours represent:</p> <ul style="list-style-type: none"> ○ the supervised employment based hours an apprentice has with their workplace supervisor (38 hours per week full time), which includes learning and third party reporting, and ○ the structured learning and assessment activities required to sufficiently address the content of each unit, including the Supervised Face-to-face work based classroom delivery by a qualified Trainer and Assessor (10 days x 36 months). For apprentices outside of a 200 klm radius from LT Training's Sunshine Coast premises, any additional travelling/accommodation charges that may be incurred will be negotiated with the employer prior to visiting the apprentice to determine a reasonable outcome. Please refer to Contract Management email – Appendix C. <p>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 activities, including reading, researching for completing assignments and projects.</p> <p>The learning materials will be provided to apprentices via OneDrive. Apprentices 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 apprentice's during business hours – Monday – Friday.</p>									
Credit Transfer	For apprentices 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	<p>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).</p> <p>*Please note the AQF VoL is HIGH as apprentice is learning 'on-the-job' and this has been taken into consideration in the delivery modes for 'training' and 'assessment.'</p> <p>Please refer to the proposed training and assessment delivery schedule in this training and assessment strategies and the following AQF VoL table below:</p> <table border="1" data-bbox="453 1693 1442 2002"> <thead> <tr> <th>Delivery</th> <th>Details</th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Training/learning</td> <td>Workplace supervisor learning (30 hours per week x 156 weeks i.e. 36 months)</td> <td>4,680</td> </tr> <tr> <td>Supervised trainer led classroom (work based) learning @ 10 visits/days x 3 hours over 36 months</td> <td>30</td> </tr> </tbody> </table>		Delivery	Details	Hours	Training/learning	Workplace supervisor learning (30 hours per week x 156 weeks i.e. 36 months)	4,680	Supervised trainer led classroom (work based) learning @ 10 visits/days x 3 hours over 36 months	30
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Training/learning	Workplace supervisor learning (30 hours per week x 156 weeks i.e. 36 months)	4,680								
	Supervised trainer led classroom (work based) learning @ 10 visits/days x 3 hours over 36 months	30								



		Unsupervised self-study @ 1 hour per week x 156 weeks i.e. 36 months	156
	Assessment	Workplace supervisor - third party reports/workplace log (8 hours per week x 156 weeks i.e. 36 months)	1,248
		Supervised assessor led classroom (work based) practical assessments – 10 visits @ 4 hours per day over 36 months	40
	TOTAL AQF VoL		*6,154

Proposed UoC Training and Assessment Delivery Schedule - Please note that this is a proposed delivery schedule ONLY and for apprentices who are employed within a 200 klm radius from LT Training's

Sunshine Coast Office Trainer/assessor visits may occur more frequently.

MONTHS	DELIVERY MODES	UoC Delivery	Assessments Due
1 - 9	Employment based Self-paced Study	AHCWHS301 Contribute to work health and safety processes	
10	Employment based 4 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
11 - 23	Employment based Self-paced Study	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 AHCPGD307 Implement a plant establishment program AHCPGD310 Implement a landscape maintenance program AHCPGD311 Conduct operational inspection of park facilities OR <i>RIIWHS204E Work safely at heights</i> AHCPGD309 Perform specialist amenity pruning	
24	Employment based 4 day Work based classroom visit	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 AHCPGD307 Implement a plant establishment program AHCPGD310 Implement a landscape maintenance program AHCPGD311 Conduct operational inspection of park facilities OR <i>RIIWHS204E Work safely at heights</i> AHCPGD309 Perform specialist amenity pruning AHCTRF309 Implement a grassed area maintenance program
25 - 35	Employment based Self-paced Study	AHCIRG346 Operate pressurised irrigation systems AHCWRK309 Apply environmentally sustainable work practices	
36	2 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:
 - 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 *RIIWH204E 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

- have an understanding and knowledge of legislation and regulations relevant to the industry and to employment and workplaces
- demonstrate the performance evidence, and knowledge evidence outlined in this unit of competency, and have experience in line with parks and gardens industry standards for the sector and must comply with any relevant regulation.

All staff involved in the delivery and assessment of this qualification have:

- Direct access to the current version of the units of competency, assessment requirements, relevant Training Package, and companion volumes
- Access to appropriate support materials relevant to their areas of delivery and assessment
- Access to the latest copy of assessment tools used for this program.
- Access to training and assessment resources to meet the requirements of learners with special needs including procedures for making reasonable adjustments to the assessment process.
- Access to equipment and facilities to meet the requirements of each unit of competency and successfully implement the program (further information provided below).

Please refer to Appendix B – Equipment and Resources Checklist



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:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Australian Skills Quality Authority | <input checked="" type="checkbox"/> Industry Skills Council |
| <input checked="" type="checkbox"/> Training.gov.au | <input type="checkbox"/> Other – specify |
| <input checked="" type="checkbox"/> 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 *Standards for RTOs 2015*. 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 apprentices 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 [ASQA General Direction - Learner Transition](#)

FINAL APPROVAL of document:			
Position in organisation:	Name:	Signature:	Date:
CEO LT Training	Lourens Grobler		12/03/2024



APPENDIX A – Scope extension

From: training.gov.au <tgahelp@training.gov.au> **Sent:** Friday, 12 January 2024 11:37 AM **To:** thetrainer@live.com.au <thetrainer@live.com.au>
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	<ul style="list-style-type: none"> • 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 apprentices 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 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
2	CORE	AHCPMG301	Control weeds	<ul style="list-style-type: none"> • 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 apprentices 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 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

3	ELECTIVE	AHCCHM307	Prepare and apply chemicals to control pest, weeds, and diseases	<ul style="list-style-type: none"> • 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 pests, weeds, and diseases • Chemicals, including chemical labels and SDS • Training facilities to accommodate and support the number of apprentices 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 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
4	ELECTIVE	AHCCHM304	Transport and store chemicals	<ul style="list-style-type: none"> • 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 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 apprentices 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 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
5	ELECTIVE - OTHER	AHCMMOM213	Operate and maintain chainsaws	<ul style="list-style-type: none"> • 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 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 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

				<ul style="list-style-type: none"> • Chainsaws, with chainsaw manufacturer’s specifications and operator manual • Chainsaw tools • Wood 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
6	CORE	AHCPMG302	Control plant pests, diseases, and disorders	<ul style="list-style-type: none"> • 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 a field or an environment that has pests, diseases, and disorders • Training facilities to accommodate and support the number of apprentices 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 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
7	CORE	AHCPCM306	Provide information on plants and their culture	<ul style="list-style-type: none"> • 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 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 apprentices undertaking the qualification that accurately represents workplace conditions • Other people – designated personnel must include clients and appropriate personnel (Supervisor) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
8	CORE	AHCMOM304	Operate machinery and equipment	<ul style="list-style-type: none"> • 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 a range of machinery and equipment • Training facilities to accommodate and support the number of apprentices undertaking the qualification that accurately represents workplace conditions 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

				<ul style="list-style-type: none"> • 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 • 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 	<input type="checkbox"/> <input type="checkbox"/>	
9	CORE	AHCSOL304	Implement soil improvements for garden and turf areas	<ul style="list-style-type: none"> • 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 garden and turf areas, including three (3) separate soil sites or media for collecting and testing • Training facilities to accommodate and support the number of apprentices 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 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 • Storing facilities • Workplace policies, procedures and instructions for soil testing and soil improvements • Industry standards for testing and interpreting soil test results 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
10	CORE	AHCPGD307	Implement a plant establishment program	<ul style="list-style-type: none"> • 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 a site to implement a plant establishment program and site plans and specifications • Training facilities to accommodate and support the number of apprentices undertaking the qualification that accurately represents workplace conditions • Plants • 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 planting which may include but not limited to: hand trowels, shovels, hoes, rakes, spades, pitchforks, watering cans, wheelbarrow, loppers, secateurs • Workplace health and safety policy and procedures for implementing a plant establishment program 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

				<ul style="list-style-type: none"> • Other people – designated personnel must include Supervisor 		
11	CORE	AHCPGD310	Implement a landscape maintenance program	<ul style="list-style-type: none"> • 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 implement a landscape maintenance program, including both soft and hard landscape • Site Inspection Checklist • Training facilities to accommodate and support the number of apprentices 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 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
12	ELECTIVE	AHCPGD311	Conduct operational inspection of park facilities	<ul style="list-style-type: none"> • 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 park facilities • Training facilities to accommodate and support the number of apprentices 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 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
13	CORE	AHCPGD309	Perform specialist amenity pruning	<ul style="list-style-type: none"> • 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 apprentices undertaking the qualification that accurately represents workplace conditions 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

				<ul style="list-style-type: none"> • Three different plants that require pruning, which must include a TREE • 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 planting which may include but not limited to: hand trowels, shovels, hoes, rakes, spades, pitchforks, watering cans, wheelbarrow, loppers, secateurs • Workplace health and safety policy and procedures for performing specialist amenity pruning • Site environmental and disease control procedures applicable to performing specialist amenity pruning • AS4373-2007 Pruning of amenity trees requirements 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
14	CORE	AHCTRF309	Implement a grassed area maintenance program	<ul style="list-style-type: none"> • 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 a grassed area of at least 100 square meters • Training facilities to accommodate and support the number of apprentices 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 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 • Fuels and oil for equipment, including operating instructions for equipment • Other people – designated personnel must include Supervisor 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
15	CORE	AHCIRG346	Operate pressurised irrigation systems	<ul style="list-style-type: none"> • 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 pressurised irrigation systems • Training facilities to accommodate and support the number of apprentices 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 • Pressurised irrigation system equipment, with operation and maintenance manual • Pressurised irrigation system tools and equipment, including operating 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

				<p>procedures</p> <ul style="list-style-type: none"> • 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 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
16	ELECTIVE	AHCWRK309	Apply environmentally sustainable work practices	<ul style="list-style-type: none"> • 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 parks and gardens work sites • Training facilities to accommodate and support the number of apprentices 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 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
*	ELECTIVE	RIIWHS204E	Work safely at heights	<ul style="list-style-type: none"> • 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 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 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

*Participants may elect this UoC instead of AHCPGD311 Conduct operational inspection of park facilities



APPENDIX C – Contract Management email

From: DESBT Contract Management <contractmanagement@desbt.qld.gov.au>
Sent: Friday, May 5, 2023 11:56 AM
To: Lourens Grobler | LT Training <lourens@lttraining.com.au>
Subject: RE: Travel costs for remote User choice students

Good morning Lourens

Clause 2.7 of the [User Choice Policy 2021-23](#) gives a SAS the refusal to provide services if an employer does not pay, or agree to pay, any additional charges associated with the provision of training and assessment services to an apprentice/trainee.

I would recommend negotiating these additional charges that will be incurred with the employer to determine a reasonable outcome.

Please let me know if you need anything further.

Best regards

Gemma

Gemma Davis | Program Officer (**Mon, Tues, Thurs, Fri**)
Contract Management
Investment Division
Department of Employment, Small Business and Training

T: 3025 6278

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We embrace workplace flexibility. If you are receiving this email outside of standard work hours please note that this is in alignment with my working preferences and there is no obligation for a response outside of ordinary working hours.