

Training and Assessment Strategy

AHC31024 Certificate III in Parks and Gardens

Certificate 3 Guarantee

Not employed in Industry

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	2025
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
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.</p> <p>This training and assessment strategy provides guidance in relation to the 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.</p> <p>For further information on the Certificate 3 Guarantee program, please refer to Department of Trade, Employment and Training: https://desbt.qld.gov.au/training</p>

Course overview

Qualification Code	AHC31024
Qualification Title	Certificate III in Parks and Gardens
Version	training.gov.au - AHC31024 - Certificate III in Parks and Gardens
Training Package	training.gov.au - AHC - Agriculture, Horticulture and Conservation and Land Management Training Package AHC Agriculture, Parks and Gardens and Conservation and Land Management Training Package (Release 10.0)
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 AHC31024 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. <p>As detailed in: training.gov.au - AHC31024 - Certificate III in Parks and Gardens</p>

	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	
	AHCWHS302	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	AHC31024	
AHCCHM304	Transport and store chemicals	AHC31024	
^AHCMOM213	Operate and maintain chainsaws	Other	
AHCPGD311	Conduct operational inspection of park facilities	AHC31024	
AHCWRK320	Apply environmentally sustainable work practices	AHC31024	
<p>^ For participants who do not want to enrol in AHCMOM213 Operate and maintain chainsaws they can elect to enrol in either AHCIRG338 Troubleshoot irrigation systems OR RIIWHS204E Work safely at heights.</p> <p>*For participants who enrol in AHCIRG346 Operate pressurised irrigation systems OR AHCIRG338 Troubleshoot irrigation systems they will be required to attend training and assessment at either the Countryside Wholesale Nursery or Cravin Hydroponics Nursery locations, which will be co-ordinated by LT Training.</p>			
Target Group	<p>The target group are working age Queenslanders who are:</p> <p>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 III or higher-level qualification (not including qualifications completed at school and foundation skills training).</p>		

	<p>The main target groups are people not working in Parks and Gardens. This cohort may be working in other industries, or unemployed with no experience in Parks and Gardens.</p>
Queensland Government Funding	<p>This qualification is funded by the Queensland Government – Department of Trade, Employment and Training as the Certificate 3 Guarantee program for eligible participants.</p> <p>During the duration of the AHC31024 Certificate III in Parks and Gardens, LT Training will comply fully with the following requirements of the program as detailed https://desbt.qld.gov.au/training/providers/funded/certificate3</p>
Co-contribution Fee	<p>The co-contribution fee for participants who qualify for the Certificate 3 Guarantee funding program is based on the participant’s location.</p> <p>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.</p> <p>Please refer to Appendix B – Co-contribution locations Information sheet</p>
Entry Requirements	<p>MUST:</p> <ul style="list-style-type: none"> • Be aged 15 years or older; • Be no longer at school; • Permanently reside in Queensland; • 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 • Not hold, or not be enrolled in, a certificate III or higher-level qualification, not including qualifications completed at school and foundation skills training • 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
Pre-enrolment	<p>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.</p> <p>Prospective participants who are not employed, and who have never been employed in Parks and Gardens industries, they will be advised that RPL is not offered.</p> <p>For prospective participants who are not currently employed, but may have been previously employed within the past 2 years in Parks and Gardens industries, and seek to enrol in RPL, they will be advised that the following units of competency ARE NOT OFFERED as RPL:</p> <ul style="list-style-type: none"> ○ AHCCHM307 Prepare and apply chemicals to control pest, weeds and diseases ○ AHCCHM304 Transport and store chemicals ○ AHCMOM213 Operate and maintain chainsaws ○ RIIWHS204E Work safely at heights
LLN	<p>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</p>

	<p>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.</p>
<p>Student Support</p>	<p>The following support will be available to participants 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 participants 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 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.</p> <p>At risk participant 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 participant and Trainer Assessor and Campus / Operations Manager notes will be recorded in the participant’s file in the SMS</p>
<p>USI</p>	<p>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.</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>Participants may enter AHC31024 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 AHC31024 Certificate III in Parks and Gardens, participants 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>Award issued</p>	<p>Upon successful completion of all assessment components participants will receive a nationally recognised AHC31024 Certificate III in Parks and Gardens that includes a list of the units achieved.</p> <p>Should a participant not complete all requirements of the AHC31024 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>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 – Department of Trade, Employment and Training.</p> <p>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.</p>
<p>Feedback</p>	<p>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:</p> <ul style="list-style-type: none"> • Informal interviews with participants • Feedback with participants; the department; industry representatives • AQTF Learner/Employer Questionnaire • Monthly meetings with LT Training Trainers/Assessors/Operations and Compliance teams
<p>RTO Self-assurance strategies</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> 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 participant progress

Course delivery

Duration	The AHC31024 Certificate III in Parks and Gardens will be delivered over 12 months.					
Delivery Modes	<p>The AHC31024 Certificate III in Parks and Gardens will be a blended delivery mode which includes:</p> <p>Distance self-paced study, including Face-to-face work based classroom delivery as detailed below:</p> <ul style="list-style-type: none"> • 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. Participants are expected to complete 17 hours of self-study per week. • Supervised training and assessment, which includes Face-to-Face classroom in a simulated work based environment. Trainers/Assessors will provide face to face classroom workshops in the detailed facilities within this TAS. Ten (10) workshops will be delivered over the 12 month duration. Participants are expected to attend the 10 workshops. <p>Recognition of Prior Learning (RPL) is ONLY available to participants who have been employed in the industry within the last two (2) years.</p> <p>Any prospective participant who is eligible to enrol in RPL assessment will be notified prior to enrolment that the following units of competency ARE NOT OFFERED as RPL:</p> <ul style="list-style-type: none"> ○ AHCCHM307 Prepare and apply chemicals to control pest, weeds and diseases ○ AHCCHM304 Transport and store chemicals ○ AHCMOM213 Operate and maintain chainsaws ○ RIIWHS204E Work safely at heights 					
Facilities	<p>UoC will be delivered at in work based environment. Where the work based environment is unable to meet the training package assessment conditions a simulated environment that replicates a work based environment, at one of the following facilities, which have written agreements with facility providers will be available.</p> <ul style="list-style-type: none"> • Classroom facilities – PCYC and The Cage Youth Foundation • Parks and Gardens/nursery simulated work sites – Countryside and Cravin Nursery, Gold Coast Skills Centre and Woongoolba Tennis Club <p><i>AHCIRG346 Operate pressurised irrigation systems and AHCIRG338 Troubleshoot irrigation systems are only offered at Countryside Wholesale Nursery or Cravin Hydroponics Nursery locations.</i></p> <table border="1" data-bbox="453 1760 1469 2038"> <tr> <td data-bbox="453 1760 963 1888">Countryside Wholesale Nursery 13 Kerada Road Rosemount QLD 4560</td> <td data-bbox="963 1760 1469 1888">Cravin Hydroponics Nursery 69 Visentian Road Morayfield QLD 4506</td> </tr> <tr> <td data-bbox="453 1888 963 2038">PCYC Sunshine Coast 3 Youth Ave Burnside QLD 4560</td> <td data-bbox="963 1888 1469 2038">The Cage Youth Foundation 882 German Church Road Redland Bay QLD 4165</td> </tr> </table>		Countryside Wholesale Nursery 13 Kerada Road Rosemount QLD 4560	Cravin Hydroponics Nursery 69 Visentian Road Morayfield QLD 4506	PCYC Sunshine Coast 3 Youth Ave Burnside QLD 4560	The Cage Youth Foundation 882 German Church Road Redland Bay QLD 4165
Countryside Wholesale Nursery 13 Kerada Road Rosemount QLD 4560	Cravin Hydroponics Nursery 69 Visentian Road Morayfield QLD 4506					
PCYC Sunshine Coast 3 Youth Ave Burnside QLD 4560	The Cage Youth Foundation 882 German Church Road Redland Bay QLD 4165					

	Gold Coast Skills Centre 5 Byth Street Arundal GOLD COAST	Woongoolba Tennis Club 1042 Stapylton Jacobs Well Road Woongoolba QLD 4207																
Delivery Arrangements	<p>Delivery Arrangements are both Supervised and Unsupervised learning and assessment.</p> <p>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-to-face classroom delivery. Supervised hours will be delivered by qualified Trainers/Assessors commencing from 8:00am.</p> <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 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.</p> <p>Participants will additionally have access to workplace 'simulated' supervisors, horticulturalists and relevant personnel whilst completing this qualification.</p>																	
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	<p>The AHC31024 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 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"> <thead> <tr> <th>Delivery</th> <th>Details</th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Training/learning</td> <td>10 Supervised classroom (facilities based) training @ 3 hours per day</td> <td>30</td> </tr> <tr> <td>Unsupervised self-study @ 17 hours per week x 52 weeks</td> <td>884</td> </tr> <tr> <td rowspan="2">Assessment</td> <td>10 Supervised classroom (facilities based) practical assessments @ 4 hours per day</td> <td>40</td> </tr> <tr> <td>Unsupervised self-study @ 5 hours per week x 52 weeks</td> <td>260</td> </tr> <tr> <td colspan="2">TOTAL AQF VoL</td> <td>1214</td> </tr> </tbody> </table>		Delivery	Details	Hours	Training/learning	10 Supervised classroom (facilities based) training @ 3 hours per day	30	Unsupervised self-study @ 17 hours per week x 52 weeks	884	Assessment	10 Supervised classroom (facilities based) practical assessments @ 4 hours per day	40	Unsupervised self-study @ 5 hours per week x 52 weeks	260	TOTAL AQF VoL		1214
Delivery	Details	Hours																
Training/learning	10 Supervised classroom (facilities based) training @ 3 hours per day	30																
	Unsupervised self-study @ 17 hours per week x 52 weeks	884																
Assessment	10 Supervised classroom (facilities based) practical assessments @ 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

MONTH	DELIVERY MODES	UoC Delivery	Assessments Due
1	Self-paced Study 1 day supervised training and assessment	AHCWHS302 Contribute to work health and safety processes AHCPMG301 Control weeds	
2	Self-paced Study 1 day supervised training and assessment	AHCCHM307 Prepare and apply chemicals to control pest, weeds and diseases AHCCHM304 Transport and store chemicals	AHCWHS302 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
3 - 4	Self-paced Study 6 days' supervised training and assessment i.e. 1 per month	AHCPMG302 Control plant pests, diseases and disorders AHCPM306 Provide information on plants and their culture	AHCWHS302 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
5		AHCMOM304 Operate machinery and equipment	
6		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	
8		AHCPGD309 Perform specialist amenity pruning AHCTRF309 Implement a grassed area maintenance program	
9		Self-paced Study	
10	1 day supervised training and assessment		AHCIRG346 Operate pressurised irrigation systems AHCOCM213 Operate and maintain chainsaws OR AHCIRG338 Troubleshoot irrigation systems OR <i>RIIWHS204E Work safely at heights</i>
11	Self-paced Study	AHCWRK320 Apply environmentally sustainable work practices	
12	1 day supervised training and assessment	Finalise all UoC	AHCWRK320 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 A – 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 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 [ASQA General Direction - Learner Transition](#)

FINAL APPROVAL of document:

Position in organisation:	Name:	Signature:	Date:
CEO LT Training	Lourens Grobler		29/01/2025

APPENDIX A – EQUIPMENT AND RESOURCES CHECKLIST

#	UoC	Code	Title	Resources Required	CHECKLIST TICK	COMMENTS
1	CORE	AHCWHS302	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 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 	<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 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 	<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 participants undertaking the qualification that accurately represents workplace conditions • PPE applicable to Parks and Gardens may include but not limited to boots; 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

				<ul style="list-style-type: none"> 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"/>	
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 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 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
5	ELECTIVE - OTHER	AHCIRG338	Troubleshoot 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 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 <p>Resources, equipment and materials:</p> <ul style="list-style-type: none"> irrigation equipment handbooks irrigation system equipment irrigation system repair tools and equipment 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

				<ul style="list-style-type: none"> 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) 	<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 participants undertaking the qualification that accurately represents workplace conditions • 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"/> <input type="checkbox"/> <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 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 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 	<input type="checkbox"/> <input type="checkbox"/>	

				<ul style="list-style-type: none"> • Training facilities to accommodate and support the number of participants 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 • 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"/>	
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 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 	<input type="checkbox"/> <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 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 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

				<ul style="list-style-type: none"> 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"/>	
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 participants undertaking the qualification that accurately represents workplace conditions 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"/> <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 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 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 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 • Pressurised irrigation system equipment, with operation and maintenance manual • Pressurised irrigation system tools and equipment, including operating 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 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
16	ELECTIVE	AHCWRK320	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 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 	<input type="checkbox"/> <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"/> <input type="checkbox"/>	

	ELECTIVE	AHCMOM213	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) • Personal Protective Equipment (PPE) will be worn whilst operating chainsaw. PPE will include, but not limited to: <ul style="list-style-type: none"> ○ Leg protection (long trousers or chaps) ○ Safety helmet ○ Mesh visor ○ Gloves ○ Safety glasses or goggles ○ Safety boots ○ Hearing protection ○ High visibility clothing • Chainsaw, fuel, oil, containers, manufacturer’s specification, and manuals • Chainsaw tools – bars, chains, files, plug spanner • Wood and supports including at least one of the following: <ul style="list-style-type: none"> ○ Fallen timber ○ Saw horse trestle ○ V-shaped supports 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
--	----------	-----------	--------------------------------	---	--	--

APPENDIX B – 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) <i>based on Trainer/Assessor travelling to the region over 8 day visits</i>
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	<p>Motor vehicle travel - 0.85 cents per km one vehicle (over 200 km and up to 600 km from LT Training's Head Office)</p> <p><i>Example below based on a Trainer/Assessor travelling to the region for two 4 day block delivery i.e. 8 days</i></p> <ul style="list-style-type: none"> • Accommodation Costs – up to \$150 per night for eight nights. $\\$150 \times 8 = \\1200 • Meal Costs - $\\$105 \times 8 \text{ days} = \\840 • Motor vehicle return trip 400 km (least kms) $\times 0.85c \text{ per km} = \\$340 \text{ per trip} \times 2 \text{ trips} = \\680 • TOTAL COSTS = \$2720 @ 16 units = \$170 per unit
Mackay, Isaac and Whitsunday	When further than 600 km away. City of Mackay, Mackay, Shire of Mirani, Shire of Sarina, Shire of Bowen, Shire of Whitsunday			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
Central QLD	Central Highlands, Isaac			Accommodation Costs – up to \$150 per night
North QLD	Burdekin, Hinchinbrook, Palm Island, Townsville			Meal Costs:
Far North QLD	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	<ul style="list-style-type: none"> • Breakfast – up to \$25 • Lunch – up to \$30 • Dinner – up to \$50 <p><i>Example below based on a Trainer/Assessor travelling to the region for two 4 day block delivery i.e. 8 days</i></p> <ul style="list-style-type: none"> • Air Travel return ticket = $\\$1500 \times 2 \text{ visits} = \\3000 • Accommodation - $\\$150 \times 8 \text{ days} = \\1200 • Meal Costs - $\\$105 \times 8 \text{ days} = \\840 • TOTAL COSTS = \$5040 @ 16 units = \$315 per unit

**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*