



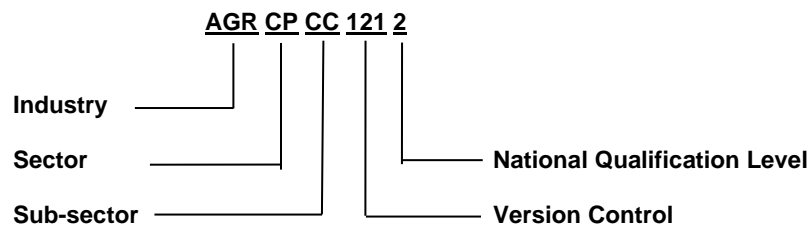
## Competency Standards for Caribbean Vocational Qualifications (CVQ)

### CCAGRPC1212 CVQ Level 2 in Cannabis Cultivation (Medicinal)

| Unit Number | Unit Title   | Requirement |
|-------------|--|-------------|
| U86301      | Follow health and safety requirements  | Mandatory   |
| U00306      | Maintain a safe and secure working environment                                 | Mandatory   |
| UA41802     | Protect the environment  | Mandatory   |
| U00106      | Create and maintain effective working relationships                            | Mandatory   |
| UA25802     | Follow seed to sale tracking procedures  | Mandatory   |
| UA25902     | Apply quality systems and procedures   | Mandatory   |
| UA26002     | Propagate and maintain medicinal cannabis nursery plants                       | Mandatory   |
| UA26102     | Follow a medicinal cannabis plant nutrition programme                          | Mandatory   |
| UA26202     | Apply medicinal cannabis cultivation biosecurity measures                      | Mandatory   |
| UA26302     | Control medicinal cannabis plant pests, diseases and disorders                 | Mandatory   |
| UA26402     | Maintain medicinal cannabis crops in vegetative and flowering phases of growth | Mandatory   |
| UA26502     | Support medicinal cannabis crop harvesting                                     | Mandatory   |
| UA26602     | Carry out post-harvest operations  | Mandatory   |
| UA26702     | Manage medicinal cannabis harvest, drying and curing processes                 | Mandatory   |
| UA26802     | Collect and record production data   | Mandatory   |
| UA26902     | Collect samples for a medicinal cannabis monitoring programme                  | Mandatory   |
| UA27002     | Transplant medicinal cannabis nursery plants                                   | Mandatory   |

To obtain a Caribbean Vocational Qualification (CVQ) all Mandatory Units must be achieved.

#### Legend to Unit Code



**Key:** AGR – Agriculture; CP – Crop Production; CC – Cannabis Cultivation

## ACKNOWLEDGEMENTS

The Technical and Vocational Education and Training Council thanks the following for their contribution to the development of this document.

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### Country of Origin

Barbados

## Qualification Overview

### Who is this qualification for?

The qualification is aimed at persons desirous of entering the cannabis industry as growers or workers in a licensed medicinal cannabis growing operation.

Employees at this level must have an understanding of the required skills and knowledge to effectively work as part of a team to help maintain the operations of a full-cycle outdoor or indoor medicinal cannabis production facility. They will be expected to assist in daily operations related to the growing, harvesting and processing of medicinal cannabis through to the post-harvest process, while maintaining industry standards for quality, security and environmental friendliness.

## **Jobs within the occupational area:**

Relevant occupations include:

- Cultivation Site Workers
- Facility Operation Assistants
- Assistant Growers

## **Where can it be used?**

Employers can use this qualification to support employees in developing the required skills and knowledge to cultivate cannabis for medicinal purposes

**N.B. Persons undertaking this qualification must comply with all the regulatory and ethical protocols and requirements of the relevant cannabis licensing authority.**

### *Occupational Standards can also be used to:*

- Prepare job descriptions and specifications
- Determine recruitment criteria
- Appraise staff performance objectively
- Identify skill and training gaps and needs
- Conduct labour market analyses
- Develop curriculum
- Assess the effectiveness of training programmes
- Determine compensation and rewards

### *The benefits of acquiring the CVQ to candidates*

- Provide a basis for articulation and accreditation
- Provides a broad-based preparation for employment
- Is an alternative route to further/higher education
- Complements and has parallel standing with academic qualifications
- Provides enhanced employability and higher earning potential
- Facilitates an apprenticeship with actual work experience
- Equips candidates with the knowledge, skills and attitudes for the workplace
- Past work experience and skills can count towards achieving the CVQ
- Allows for continuity whereby if a candidate cannot complete the CVQ at a centre or school, they can continue at another approved centre
- CVQ's are recognised qualifications and facilitates free movement of labour throughout CARICOM

### *The benefits of the CVQ to employers*

- Provides a larger cadre of skilled employees/candidates to choose from
- Reduces cost of recruiting and selecting the ideal job candidate
- Reduces cost for training workers
- Ensures higher levels of productivity

*The benefits of the CVQ to the Caribbean region:*

- Produces a higher skilled workforce that is ready to adapt to ever-changing global demands
- Provides greater access for persons to achieve higher qualifications
- Contributes to the region's human resource capacity development

**U86301****Follow health and safety requirements**

Unit Descriptor:

This unit deals with the knowledge, skills and attitudes required to maintain a clean and safe work environment. It addresses health and safety requirements, emergency procedures and the use and disposal of hazardous materials. The safe use of machinery and equipment is also dealt with.

**ELEMENT****PERFORMANCE CRITERIA**

*Candidates must be able to:*

- |   |  |
|---|--|
| 1. Maintain a safe and clean work environment | <ul style="list-style-type: none"> <li>1.1 Keep the work environment tidy and free of hazards in accordance with industry and organisational occupational health and safety requirements.</li> <li>1.2 Remove and place waste and used materials in appropriate disposal containers in accordance with organisational and industry requirements.</li> <li>1.3 Store work materials and tools according to organisational procedures.</li> <li>1.4 Report damage or deterioration to relevant persons in accordance with organisational requirements.</li> </ul>  |
| 2. Follow health and safety requirements      | <ul style="list-style-type: none"> <li>2.1 Select and use the appropriate personal protective equipment (PPE) in accordance with occupational health and safety standards and manufacturer's instructions.</li> <li>2.2 Identify and report dangers, risks or hazards within the workplace to relevant persons.</li> <li>2.3 Use appropriate manual handling techniques when lifting or moving heavy loads.</li> <li>2.4 Select and use the appropriate tools, machinery and equipment in accordance with organisational and manufacturer's instructions.</li> <li>2.5 Undertake basic safety checks before operating tools, machinery and equipment and report damage or faults to relevant persons.</li> </ul> |

- 2.6 Identify and separate unsafe or faulty tools, machinery and equipment for repair or replacement.
  - 2.7 Clean and store tools, machinery and equipment according to organisational standards and manufacturer's instructions.
- 3. Follow emergency procedures
  - 3.1 Follow emergency procedures in accordance with organisational and industry requirements.
  - 3.2 Use emergency equipment in accordance with manufacturers' specifications and workplace requirements.
  - 3.3 Notify the appropriate emergency services according to organisational policies and procedures.
- 4. Use hazardous substances
  - 4.1 Use and store hazardous substances according with manufacturer's instructions, industry standards and organisational procedures.
  - 4.2 Transport hazardous substances according to industry requirements, manufacturer's instructions and organisational procedures.
  - 4.3 Dispose of containers and unused hazardous substances in accordance with manufacturer's instructions, industry standards and organisational policies and procedures.

**RANGE STATEMENT**

*All range statements must be assessed:*

1. **Dangers, risks or hazards** may include but not limited to:
  - Biological
  - Chemical
  - Environmental
  - Physical
  - Materials
  - Ergonomic
2. **Waste and used materials** may include but not limited to:
  - Liquids
  - Solids
  - Hazardous substances
  - Organic matter
  - Recyclable materials
3. **Relevant persons** may include but not limited to:
  - Supervisor
  - Manager
  - Health and Safety Officer
4. **Personal protective equipment (PPE)** may include but not limited to:
  - Safety glasses/visors
  - Hard hats/helmets
  - Footwear
  - Gloves
  - Overalls
  - Hearing protection
  - Respirators/masks
5. **Emergency services** may include but not limited to:
  - Ambulance
  - Police
  - Fire Service
6. **Emergency equipment** may include but not limited to:
  - Fire extinguisher/blanket
  - First-aid kit
7. **Hazardous substances** may include but not limited to:
  - Chemical
  - Biological
  - Corrosive/flammable substances/material
  - Toxic substances

**UNDERPINNING KNOWLEDGE AND SKILLS**

*Candidates should know and understand:*

1. What are the organisational policies relating to keeping the work environment clean and free from hazards.
2. What are hazards, how to identify them and what are the organisational policies and procedures for reporting and dealing with them.
3. What are the different types of waste and what are the regulatory, organisational and industry standards for disposing of them.
4. What are the different types of tools, equipment and materials and how to use and store them.
5. What are the types of damage and deterioration that can occur in a cannabis cultivation facility and how to identify them.
6. What are the organisational procedures for reporting damage.
7. How to select and use personal protective equipment (PPE) and what are the manufacturer and organisational requirements.
8. What are manual handling techniques and the occupational health and safety standards for moving heavy loads.
9. What are the organisational standards relating to cleaning, sanitising and storing tools, machinery and equipment.
10. How to identify and segregate unsafe tools, machinery and equipment and what are the organisational procedures for repairing or replacing them.
11. What are the organisational procedures for reporting unsafe tools, machinery and equipment.
12. How to perform basic safety checks on tools, equipment and machinery.
13. What are the different types of emergencies that may occur in the cannabis cultivation environment and what are the organisational and industry standards for dealing with them.
14. What are the different emergency services and which one to call in an emergency.
15. What are hazardous substances and what are the regulatory, organisational and industry standards for storing, loading, securing, transporting and disposing of them.
16. What are Material Safety Data Sheets (MSDS), how these are interpreted and where they are stored.



## EVIDENCE GUIDE

*For assessment purposes:*

### (1) Critical Aspects of Evidence

Candidates must prove that they can carry out **all** the elements, meeting **all** of the performance criteria, range and underpinning knowledge **on more than one occasion**. This evidence must come from a real working environment.

### (2) Methods of Assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic.

Evidence may be collected in a variety of ways including:

- Observation
- Written/oral questioning
- Witness testimony
- Written evidence
- Professional discussion

### (3) Context of Assessment

This unit may be assessed on the job, off the job or a combination of both. Where assessment occurs off the job, that is, the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by a candidate working alone or as part of a team. The assessment environment should not disadvantage the candidate.

The candidates must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, products and manufacturing specifications, codes, standards, manuals and reference materials.

Simulation **may be used**.

**U00306****Maintain a safe and secure working environment**

Unit Descriptor:

This unit deals with the knowledge, skills and attitudes required to contribute to maintaining a safe and secure working environment. It addresses the essential abilities of communicating effectively, working in a safe and hygienic manner, problem solving; keeping records; operating within organisational procedures and meeting legal requirements.

**ELEMENT****PERFORMANCE CRITERIA**

*Candidates must be able to:*

- |  |   |
|--|---|
| 1. Maintain personal health and hygiene        | <ul style="list-style-type: none"> <li>1.1 Wear clean, smart and appropriate clothing in accordance with the job role.</li> <li>1.2 Wear hair neat and tidy in accordance with organisational requirements.</li> <li>1.3 Wear jewelry, perfume and cosmetics in line with organisational requirements.</li> <li>1.4 Confirm that cuts, grazes and wounds are treated by the appropriate person.</li> <li>1.5 Report illnesses and infections to the appropriate person.</li> <li>1.6 Carry out work in accordance with hygiene practices that must be adhered to within the working environment.</li> <li>1.7 Carry out work in an efficient and organised manner in accordance with appropriate organisational procedures and legal requirements.</li> </ul> |
| 2. Carry out procedures in the event of a fire | <ul style="list-style-type: none"> <li>2.1 Raise the alarm immediately in the event of a fire in accordance with established procedures.</li> <li>2.2 Use firefighting equipment in accordance with manufacturer's instructions and organisational procedures.</li> <li>2.3 Adhere to safety and emergency signs.</li> </ul>  |

- 2.4 Follow correct evacuation procedures in a calm, orderly manner in accordance with organisational procedures.
  - 2.5 Complete registration once assembly points are reached.
  - 2.6 Deal with unexpected situations and inform appropriate persons where necessary in accordance with organisational procedures.
  - 2.7 Carry out work in an organised and efficient manner in accordance with safety and health regulations and organisational procedures.
- 3. Deal with the discovery of suspicious items/packages
  - 3.1 Leave suspicious items and packages untouched in accordance with established procedures.
  - 3.2 Report suspicious items and packages in accordance with organisational procedures.
  - 3.3 Follow safety and security procedures in a calm and orderly manner in accordance with required procedures.
  - 3.4 Deal with unexpected situations and inform the appropriate persons where necessary in accordance with organisational procedures.
  - 3.5 Carry out work in an organised and efficient manner in accordance with safety and health regulations and organisational procedures.
- 4. Carry out procedures in the event of an accident
  - 4.1 Perform basic first aid in the event of an accident following recommended procedures.
  - 4.2 Seek assistance from the appropriate person responsible for first aid.
  - 4.3 Contact emergency services in accordance with procedures.
  - 4.4 Take appropriate action to ensure the safety of injured and uninjured persons.
  - 4.5 Give comfort and reassurance to injured persons.

- 4.6 Report and document in accordance with organisational procedures.
- 4.7 Deal with unexpected situations and inform the appropriate persons where necessary.
- 4.8 Carry out work in an organised and efficient manner in accordance with safety and health regulations and organisational procedures.
- 5. Maintain a safe work environment for customers, staff and visitors
  - 5.1 Identify and rectify hazards and potential hazards to the safety of customers, staff and visitors in accordance with organisational procedures.
  - 5.2 Make customers, staff and visitors aware of hazards and potential hazards in accordance with organisational procedures.
  - 5.3 Take cautionary measures to warn customers, staff and visitors of hazards and potential hazards.
  - 5.4 Report accidents, damage and non-rectifiable hazards to the appropriate person.
  - 5.5 Deal with unexpected situations and inform the appropriate persons where necessary.
  - 5.6 Carry out work in an organised and efficient manner in accordance with safety and health regulations and organisational procedures.
- 6. Maintain a secure work environment for customers staff and visitors
  - 6.1 Identify potential security risks and report to the appropriate person in accordance with organisational procedures.
  - 6.2 Secure customer and staff areas against unauthorised access.
  - 6.3 Secure establishment storage and security facilities against unauthorised access.
  - 6.4 Report establishment, staff or customer lost property to the appropriate person in accordance with organisational procedures.

- 6.5 Challenge suspicious individuals or report them to the appropriate person in accordance with standard operating procedures.
- 6.6 Deal with unexpected situations and inform the appropriate persons where necessary in accordance with organisational procedures.
- 6.7 Carry out work in an organised and efficient manner in accordance with safety and health regulations and organisational procedures.

**RANGE STATEMENT**

All range statements must be assessed:

1. **Legal requirements** may include but not limited to:
  - Relevant health and safety legislation
2. **Fire** may include but not limited to:
  - Class A - i.e., wood, paper, cloth, rubber
  - Class B – i.e. flammable liquids, solvents, oil, paints, lacquers
  - Class C – i.e., electrical, motors, machinery
3. **Firefighting equipment** may include but not limited to:
  - Hose
  - Fire blanket
  - Foam extinguisher
  - Water extinguisher
  - Carbon dioxide extinguisher
  - Sand
  - Wet blanket
4. **Regulations** may include but not limited to:
  - Legislation
  - Manufacturer's
  - Supplier's
  - Current legislation relating to safe and hygienic working practices when maintaining a safe environment for customers, staff and visitors
5. **Suspicious items and packages** may include but not limited to:
  - Unattended bags, packages and parcels
  - Unusual and unaccounted for deliveries
6. **Accidents** may include but not limited to:
  - Accidents involving injury to customers, staff and visitors
7. **Basic first aid** may include but not limited to:
  - Bandaging
  - Ice/cold pack
  - Heimlich manoeuvre
8. **Appropriate action** may include but not limited to:
  - Removing and lifting injured persons
  - Rendering basic first aid
9. **Responsible person** may include but not limited to:
  - Company nurse
  - Safety officer
10. **Hazards and potential hazards** may include but not limited to:
  - Suspicious items
  - Areas and incidents which threaten the safety of customers, staff and visitors

**11. Security risks** may include but not limited to:

- Prohibited area
- Suspicious items
- Unauthorized open entrances/exits
- Missing keys

**12. Customer and staff areas** may include but not limited to:

- Storerooms
- Safes
- Cash boxes

**UNDERPINNING KNOWLEDGE AND SKILLS**

*Candidates should know and understand:*

1. Why it is important to comply with health and safety legislation.
2. Where and from whom information on current health and safety legislation can be obtained.
3. What general hygienic practices must be adhered to in your own work environment.
4. Why the correct clothing, footwear and headgear should be worn at all times.
5. Why and to whom illness and infections should be reported.
6. Why it is important to maintain good personal hygiene.
7. What are the possible causes of fire in the working environment.
8. What preventative actions can be taken to minimise the risk of fire.
9. What organisational procedures should be followed in the event of a fire.
10. Where alarms are located and how to activate them.
11. Why a fire should never be approached unless it is safe to do so.
12. Why suspicious items and packages should be reported.
13. What basic first aid should be applied in the event of an accident.
14. Who is the person responsible for first aid.
15. What emergency services are available in the event of an accident and why it is important to contact them.
16. What action should be taken to ensure the safety of the injured and the uninjured.
17. What are the organisational procedures for reporting an accident.
18. What cautionary measures can be taken to warn customers, staff and visitors of potential hazards.
19. What are the potential hazards within the working environment.
20. Why suspicious items and packages must not be approached or tampered with.
21. Where first aid equipment and the accident register are located.
22. Why it is important to use correct lifting techniques.
23. What are the employee's responsibilities in relation to health and safety regulations.
24. Which keys, property and areas should be secured from unauthorised access at all times.
25. Why it is essential to be aware of potential security risks.
26. Why procedures relating to lost property must be adhered to.
27. Why only disclosable information should be given to customers.
28. Why it is important to report all unusual/non-routine incidents to the appropriate person.



## EVIDENCE GUIDE

*For assessment purposes:*

### (1) Critical Aspects of Evidence

Candidates must prove that they can carry out all of the elements, meeting **all** the performance criteria, underpinning knowledge and range on more than one occasion. This evidence must come from a real work environment.

Evidence must be provided of dealing with **at least one (1) security risk**; working in **two (2) types of customer and staff areas** and dealing with **two (2) types of storage and facilities**.

### (2) Method of Assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic.

Evidence may be collected in a variety of ways including:

- Observation
- Written/oral questioning
- Photographs of yourself at work
- Entries made by you into the organisation's incident book
- Correspondence written by you drawing attention to health and safety issues
- Witness testimony
- Personal statements from yourself describing how you carry out your duties

Questioning techniques should not require language, literacy or numeracy skills beyond those required in this unit of competency.

### (3) Context of Assessment

This unit may be assessed on the job, off the job or a combination of both. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by a candidate working alone or as part of a team. The assessment environment should not disadvantage the candidate.

The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.

Simulation **may** be used for **performance criteria 5.2, 5.3 and 5.4**.

**UA41802****Protect the environment**

Unit Descriptor:

This unit deals with the knowledge, skills and attitudes required to conduct work activities in a manner that protects the medicinal cannabis cultivation environment. Candidates should take steps to minimise any negative impact on the environment by completing tasks and activities in a way which causes as little damage or disturbance as possible to the environment while following regulatory requirements and organisational procedures.

**ELEMENT****PERFORMANCE CRITERIA**

*Candidates must be able to:*

- |  |   |
|--|---|
| 1. Work in an environmentally conscious way                            | <ul style="list-style-type: none"> <li>1.1 Perform duties in accordance with relevant policies and legislation.</li> <li>1.2 Execute duties in a manner which minimises environmental damage.</li> <li>1.3 Operate and handle equipment and materials in a manner that minimises environmental damage.</li> </ul>   |
| 2. Contribute to continuous improvements in protecting the environment | <ul style="list-style-type: none"> <li>2.1 Identify instances of likely or actual environmental damage and take appropriate action.</li> <li>2.2 Identify improvements to procedures and practices in terms of good environmental practices and report to relevant persons.</li> <li>2.3 Dispose of hazardous and non-hazardous waste according to approved manufacturer's instructions and legislative procedures and practices.</li> <li>2.4 Contribute to sustainable development particularly in the conservation of energy, water, use of resources and equipment to minimise environmental damage.</li> </ul> |

**RANGE STATEMENT**

*All range statements must be assessed:*

1. **Relevant policies and legislation** may include but not limited to:
  - Organisational policies
  - Health and safety at work
  - Environmental legislation
  - Solid waste management policies
  - Recycling policies
  - Medicinal cannabis legislation
2. **In a manner which minimises environmental damage** may include but not limited to:
  - Using recycled/reused items and materials where appropriate
  - Disposing of polluting substances safely
  - Reducing the volume of waste
  - Using biodegradable and eco-friendly chemicals
  - Planning tasks to reduce the use of fuel and electricity
3. **Equipment and materials** may include but not limited to:
  - Hand tools
  - Power tools
  - Personal protective equipment (PPE)
  - Cleaning chemicals
  - Soaps and sanitisers
  - Paper towels
  - Garbage disposal bags
  - Cloths and towels
  - Containers
  - Access equipment
  - Odour capture and elimination devices
4. **Hazardous waste** may include but not limited to:
  - Oils
  - Chemicals and solutions
  - Harmful materials (asbestos, fibreglass)
  - Electronic equipment
  - Organic hazards (pest excrement, pest carcasses)
5. **Non-hazardous waste** may include but not limited to:
  - Food
  - Plant matter
  - Paper

**UNDERPINNING KNOWLEDGE AND SKILLS**

*Candidates should know and understand:*

1. What are the relevant policies and legislation governing environmental protection.
2. How to recognise any likely or actual environmental damage.
3. What are the appropriate actions to take in the discovery of likely or actual environmental damage.
4. What are the ways in which tools and materials should be used in order to minimise environmental damage.
5. What are the different types of pollution.
6. What are the consequences of pollution.
7. How to recognise wastage of energy, water, equipment and materials.
8. What are the methods of working that will minimise pollution and wastage of resources.
9. What are the types of damage which may occur, the impact these can have on the environment and corrective actions to be taken.
10. What are the methods of waste disposal which will minimise the risks to the environment.
11. What are the organisational requirements for preventing wastage.

## EVIDENCE GUIDE

*For assessment purposes:*

### (1) Critical Aspects of Evidence

Candidates must prove that they can carry out **all** the elements, meeting **all** of the performance criteria, range and underpinning knowledge. This evidence must come from a real working environment.

### (2) Methods of Assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic.

Evidence may be collected in a variety of ways including:

- Observation
- Written/oral questioning
- Witness testimony
- Personal statement
- Written evidence (projects or assignments)
- Case study and scenario analysis
- Role play/simulation

### (3) Context of Assessment

This unit may be assessed on the job, off the job or using a combination of both. Where assessment occurs off the job, that is, the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by a candidate working alone or as part of a team. The assessment environment should not disadvantage the candidate.

The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, products and manufacturing specifications, codes, standards, manuals and reference materials.

Simulation **may be used**.

## U00106

## Create and maintain effective working relationships

Unit Descriptor:

This unit describes the knowledge, skills and attitudes required to create and maintain effective relationships. It describes the essential abilities of communicating effectively; managing time; problem solving; developing new skills to improve performance; operating within organisational procedures and meeting legal requirements.

**ELEMENT****PERFORMANCE CRITERIA**

*Candidates must be able to:*

- |   |   |
|---|---|
| <p>1. Gain the trust and support of colleagues and team members</p> | <p>1.1 Communicate with colleagues and team members at appropriate times about proposed activities in a manner which encourages open and frank discussion.</p> <p>1.2 Inform colleagues and teams about organisational plans and activities.</p> <p>1.3 Confirm that commitments made to colleagues and team members are realistic and honoured.</p> <p>1.4 Treat colleagues and team members in a manner that shows respect for individuals and the need for confidentiality.</p> <p>1.5 Support colleagues and team members sufficiently to achieve work objectives.</p> <p>1.6 Discuss evaluations of output and behaviour with colleagues and team members in accordance with organisational requirements.</p> <p>1.7 Deal with unexpected situations and inform the appropriate persons where necessary in accordance with organisational procedures.</p> <p>1.8 Carry out work in an organised and efficient manner in accordance with task requirements.</p> |
| <p>2. Gain the trust and support of one's immediate manager</p>     | <p>2.1 Confirm that the immediate manager receives timely and accurate reports on activities, issues, progress, results and achievements.</p>   |

- 2.2 Confirm that the immediate manager receives clear, accurate and timely information about emerging threats and opportunities.
- 2.3 Consult the immediate manager at appropriate times about organisational policies and ways of working.
- 2.4 Confirm that proposals for action are realistic, clear and presented at an appropriate time.
- 2.5 Make constructive efforts where there are disagreements to resolve them with the immediate manager.
- 2.6 Deal with unexpected situations effectively and inform the appropriate persons where necessary in accordance with organisational procedures.
- 2.7 Carry out work in an organised and efficient manner in accordance with organisational procedures.

**RANGE STATEMENT**

*All range statements must be assessed:*

**1. Colleagues** may include but not limited to:

- Persons working at a lower level
- Persons working at a higher level
- Persons working at the same level

**2. Team members** may include but not limited to:

- Persons with whom the individual works to fulfill line responsibilities
- Persons with whom the individual works to fulfill functional responsibilities

**3. Immediate manager** may include but not limited to:

- The persons to whom the individual reports
- The organisation or authority to which the person reports

**4. Proposals** may include but not limited to:

- Oral
- Written

**5. Disagreements** may include but not limited to:

- Actual
- Potential



**UNDERPINNING KNOWLEDGE AND SKILLS**

*Candidates should know and understand:*

1. Why gaining the trust and support of colleagues and team members is important for effective performance.
2. How to encourage good working relationships and a feeling that colleagues and team members are respected.
3. Why gaining the trust and support of one's immediate manager is important to effective performance.
4. What types of emerging threats and opportunities the manager needs to be informed about and the degree of urgency attached to these.
5. Why commitments to colleagues need to be realistic and why they should be honoured.
6. What types of support colleagues and team members may require to achieve objectives and how to respond effectively to these needs.
7. How to select appropriate times, methods and styles of consultation according to a range of issues and contexts.
8. What range of issues about which colleagues and team members need to be informed.
9. What range of communication methods is available and how to select methods appropriate to a range of issues and contexts.
10. What types of information concerning colleagues and team members need to be treated confidentially and what procedures need to be followed to achieve this.
11. How to provide feedback in a way which will lead to a constructive outcome.
12. What types of disagreements may occur with the immediate manager and what are the methods of handling these in an appropriate manner.
13. Why the immediate manager needs to be kept informed of activities, progress, results and achievements.
14. How to develop and present proposals in a way which is realistic, clear and likely to influence the immediate manager's decision-making positively.
15. What range of communication methods can be used to keep the immediate manager informed and how to select an appropriate method according to the range of issues and contexts.
16. What types of organisational policies and way of working the manager needs to be informed about and what the appropriate methods of doing so are.

## EVIDENCE GUIDE

*For assessment purposes:*

### (1) Critical Aspects of Evidence

Candidates must prove that they can carry out all the elements, meeting **all** of the performance criteria, range and underpinning knowledge on more than one occasion. This evidence must come from a real working environment.

### (2) Methods of Assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic.

Evidence may be collected in a variety of ways including:

- Observation
- Written/oral questioning
- Written evidence
- Witness testimony
- Professional discussion

Questioning techniques should not require language, literacy or numeracy skills beyond those required in this unit of competency.

### (3) Context of Assessment

This unit may be assessed on the job, off the job or a combination of both on. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by a candidate working alone or as part of a team. The assessment environment should not disadvantage the candidate.

The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.

Simulation **may be used**.

**UA25802****Follow seed to sale tracking procedures**

## Unit Descriptor:

This unit deals with the knowledge, skills and attitudes required to follow the required inventory protocols for the implementation of seed to sale tracking in the medical cannabis industry.

Candidates are expected to maintain transparency while managing inventories of cannabis plants and products, using relevant tracking methods and technology. They are also expected to ensure the availability of information for producers, government authorities, clients and consumers.

**ELEMENT****PERFORMANCE CRITERIA**

*Candidates must be able to:*

- |                                    |  |
|------------------------------------|--|
| 1. Prepare to use tracking systems | 1.1 Identify and confirm inventory tracking system to be implemented with relevant persons.<br><br>1.2 Obtain, read and confirm understanding of the organisational requirements for completing inventory records and documentation.<br><br>1.3 Identify and follow procedures for identifying and reporting discrepancies or variances.<br><br>1.4 Confirm the required tasks and your role and responsibilities for inventory management.                                      |
| 2. Maintain tagging and labelling  | 2.1 Follow labelling requirements for medicinal cannabis products according to industry requirements.<br><br>2.2 Label and tag medicinal cannabis plants and product containers with relevant information, in accordance with legislative and organisational requirements.<br><br>2.3 Maintain accurate labelling of medicinal cannabis products throughout each stage of the production process in accordance with relevant tracking protocols and organisational requirements. |
| 3. Complete tracking documentation | 3.1 Obtain required seed to sale tracking reports and documentation from relevant sources.   |

- 3.2 Complete and maintain required inventory tracking reports and documentation in accordance with legislative requirements and organisational procedures.
- 3.3 Report discrepancies outside the limits of your authority in accordance with basic legislative requirements and organisational procedures.

**RANGE STATEMENT**

All range statements must be assessed:

1. **Tracking system** may include but not limited to:
  - Manual (e.g., written labels, ID numbers)
  - Electronic (e.g., barcodes, radio frequency identification [RFID], real time location)
2. **Relevant persons** may include but not limited to:
  - Supervisor
  - Master grower
  - Employees authorised to use tracking system
3. **Cannabis products** may include but not limited to:
  - Whole cannabis plants
  - Propagation material (e.g., seeds, cuttings, clones)
  - Flower and flower material
  - Extracts (e.g., concentrates, oils, waxes, etc.)
  - Waste material (e.g., cannabis leaves, roots, stems and branches, expired or failed products)
  - By-products (e.g., post extraction material)
  - Consumables (e.g., tinctures, edibles, capsules, etc.)
4. **Relevant information** may include but not limited to:
  - Cannabis strain
  - Batch
  - Techniques used (e.g., inputs and processes)
  - Yield
  - Tracking identifiers (e.g., ID numbers, batch numbers, codes, dates)
  - Cannabis waste
  - Wet and dry weights
5. **Discrepancies** may include but not limited to:
  - Outdated information
  - Missing information
  - Misplaced inventory (e.g., incorrect locations)
  - Missing or “unaccounted for” stock
6. **Documentation** may include but not limited to:
  - Declaration forms
  - Manifests
  - Log sheets
  - Inventory sheets
  - Records

**UNDERPINNING KNOWLEDGE AND SKILLS**

*Candidates should know and understand:*

1. What are the codes and regulations relevant to the organisation of medicinal cannabis inventory control and tracking.
2. What is seed to sale in the context of the medicinal cannabis industry.
3. What are the relevant occupational health and safety and environmental protection procedures and guidelines.
4. What are the benefits of effective seed to sale tracking in the medicinal cannabis industry.
5. What are the organisational procedures and policies for the use of seed to sale tracking systems to monitor medicinal cannabis stock in the production process.
6. How to communicate effectively with others.
7. How to read and interpret instructions, procedures and labels relevant to the use of seed to sale tracking systems.
8. What are the objectives for the operation of inventory systems, equipment, management and site operating systems for the tracking of medicinal cannabis plants and products.
9. What are the kinds of information required for effective implementation of seed to sale tracking in the medicinal cannabis industry.
10. What are the principles of operation and functions of inventory tracking systems.
11. What are the organisational and legislative requirements for record keeping for seed to sale tracking.
12. What are the different types of inventory and stock tracking systems and approaches used in the industry.
13. What are the organisational processes for records management and the production of inventory reports.
14. What are the principles of operation and functions of medicinal cannabis inventory tracking systems.
15. What are the electronic records and documentation requirements for seed to sale tracking.
16. How to implement contingency plans for unplanned events.
17. How to identify and report discrepancies encountered in the seed to sale tracking process.
18. How to correctly input information into the tracking system.

## EVIDENCE GUIDE

*For assessment purposes:*

### (1) Critical Aspects of Evidence

Candidates must prove that they can carry out **all** the elements, meeting **all** of the performance criteria, range and underpinning knowledge **on more than one occasion**. This evidence must come from a real working environment.

### (2) Methods of Assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic.

Evidence may be collected in a variety of ways including:

- Observation
- Written/oral questioning
- Witness testimony
- Personal statement
- Written evidence (projects or assignments)
- Case study and scenario analysis

### (3) Context of Assessment

This unit may be assessed on the job, off the job or a combination of both. Where assessment occurs off the job, that is, the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by a candidate working alone or as part of a team. The assessment environment should not disadvantage the candidate.

The candidates must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, products and manufacturing specifications, codes, standards, manuals and reference materials.

Simulation **may be used**.

**UA25902****Apply quality systems and procedures**

Unit Descriptor:

This unit deals with the knowledge, skills and attitudes required to observe organisational quality assurance procedures. Candidates are expected to monitor the quality of work outcomes to maintain and improve quality at work.

**ELEMENT****PERFORMANCE CRITERIA**

*Candidates must be able to:*

- |    |   |   |
|----|---|---|
| 1. | Apply basic quality assurance practices | 1.1 Identify and confirm relevant elements of the organisation's quality assurance system for work tasks to be completed with relevant persons. |
|    |   | 1.2 Identify and confirm quality requirements of the work process with relevant persons.  |
|    |   | 1.3 Identify and report hazards to quality in the work area to relevant persons in accordance with organisational procedures.                   |
|    |   | 1.4 Identify critical control points for the immediate work area in accordance with industry best practice.                                     |
|    |   | 1.5 Check inputs to confirm the capability to meet quality requirements in accordance with industry best practice.                              |
|    |   | 1.6 Inform relevant persons of problems that affect or could potentially affect quality in accordance with organisational procedures.           |
| 2. | Follow work instructions                | 2.1 Follow work instructions for quality control for the work area in accordance with organisational procedures.                                |
|    |   | 2.2 Conduct work in accordance with organisational and environmental guidelines.  |
|    |   | 2.3 Monitor work processes to confirm the quality of output or service.   |
|    |   | 2.4 Adjust processes, where required, to maintain outputs within specifications.  |



- 3. Monitor the quality of work outcomes
  - 3.1 Check the quality of the product or service to confirm conformance to specifications and organisational requirements.
  - 3.2 Complete quality documentation in accordance with organisational procedures.
- 4. Participate in maintaining and improving quality at work
  - 4.1 Monitor the work area, materials, processes and product to ensure compliance with organisational quality requirements and health and safety procedures.
  - 4.2 Identify and report non-conformance in inputs, process, product or service in accordance with organisational reporting requirements.
  - 4.3 Take corrective action within the limits of your responsibility to maintain quality standards in accordance with organisational policies and procedures.
  - 4.4 Raise quality issues with relevant persons in accordance with organisational procedures.
  - 4.5 Record quality data in accordance with organisational procedures.

**RANGE STATEMENT**

*All range statements must be assessed:*

**1. Relevant persons** may include but not limited to:

- Supervisor
- Master grower
- Manager

**2. Hazards** may include but not limited to:

- Physical (e.g., debris, sharps etc.)
- Biological (e.g., spoilage)
- Chemical (e.g., contaminants)
- Incorrect information (e.g., mislabelling, outdated documentation etc.).

**3. Quality issues** may include but not limited to:

- Presence of hazards
- Adulteration
- Non-conformance with product quality guidelines
- Non-conformance with process quality guidelines
- Opportunities for improvement

**UNDERPINNING KNOWLEDGE AND SKILLS**

*Candidates should know and understand:*

1. What are the elements of the quality assurance systems relevant to your work tasks.
2. What are the relevant quality requirements of your work processes.
3. How to apply basic quality assurance practices.
4. What are the relevant organisational quality policies, codes of practice, procedures and responsibilities to be observed while working.
5. What are the sources of information on quality requirements and performance improvement processes.
6. How to follow work instructions at your level of responsibility.
7. What are the skills that must be demonstrated in your workplace.
8. What are the systems for recording quality information.
9. How to check the quality of work completed.
10. How to identify and report quality non-conformance.
11. How to monitor the work area, materials, processes and products to ensure compliance with quality requirements.
12. What are the production processes in the context of your own work.
13. What are the basic concepts of quality assurance, including hazards, risk assessment and control methods.
14. What are the requirements of internal and external stakeholders.
15. How to identify the control points for your own work, including the purpose of the control point, the risk if not controlled and the method of control to be used.
16. What are the various corrective actions that can be taken within your level of responsibility to maintain quality standards.

## EVIDENCE GUIDE

*For assessment purposes:*

### (1) Critical Aspects of Evidence

Candidates must prove that they can carry out **all** the elements, meeting **all** of the performance criteria, range and underpinning knowledge **on more than one occasion in more than one environment**. This evidence must come from a real working environment.

### (2) Methods of Assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic.

Evidence may be collected in a variety of ways including:

- Observation
- Written/oral questioning
- Witness testimony
- Personal statement
- Written evidence (projects or assignments)
- Case study and scenario analysis
- Role play/simulation

### (3) Context of Assessment

This unit may be assessed on the job, off the job or a combination of both. Where assessment occurs off the job, that is, the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by a candidate working alone or as part of a team. The assessment environment should not disadvantage the candidate.

The candidates must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, products and manufacturing specifications, codes, standards, manuals and reference materials.

Simulation **may be used**.

**UA26002****Propagate and maintain medicinal cannabis nursery plants**

## Unit Descriptor:

This unit deals with the knowledge, skills and attitudes required to propagate, maintain and care for containerised nursery medicinal cannabis plants.

Candidates are expected to demonstrate an understanding of how to operate in a plant nursery environment while conducting a range of tasks to ensure propagated medicinal cannabis plants grow and develop safely to the point of being mature and strong enough for transplanting to the final grow site for the vegetative phase.

**ELEMENT****PERFORMANCE CRITERIA**

*Candidates must be able to:*

- |                    |  |
|--------------------|--|
| 1. Prepare to work | <ul style="list-style-type: none"> <li>1.1 Identify and confirm work instructions in accordance with workplace procedures.</li> <li>1.2 Identify and report any work health and safety hazards to relevant persons and take appropriate measures to manage risk to your own health and safety.</li> <li>1.3 Select and use appropriate tools and equipment for nursery activities and check to confirm they are in good working order.</li> <li>1.4 Obtain approval for access to nursery area in accordance with organisational security requirements.</li> <li>1.5 Select suitable personal protective equipment (PPE) and check to ensure it is in good working order before use and wear it in accordance with manufacturer's instructions.</li> <li>1.6 Follow appropriate hygiene practices to minimise the risk of contamination in accordance with organisational hygiene requirements.</li> </ul> |
|--------------------|--|

2. Propagate plants
  - 2.1 Apply appropriate pre-treatments in accordance with propagation method requirements and sound horticultural practices.
  - 2.2 Handle propagation material in a manner that minimises damage and maximises viability.
  - 2.3 Contribute to the propagation of medicinal cannabis plants using appropriate propagation techniques in accordance with organisational procedures and sound horticultural practices.
3. Maintain nursery plants
  - 3.1 Monitor environmental controls, where required, to ensure the required levels are maintained.
  - 3.2 Maintain propagated plants with regular aftercare activities in accordance with organisational requirements and sound horticultural practices.
  - 3.3 Prepare nursery plants for transplanting, where required, using appropriate transplanting preparation techniques.
4. Complete nursery plant maintenance operations
  - 4.1 Perform cleaning procedures in accordance with established hygiene practices and organisational procedures.
  - 4.2 Remove and dispose of waste material in accordance with industry and organisational biosecurity requirements.
  - 4.3 Clean and return tools and equipment to required location in accordance with regulatory requirements and organisational procedures.
  - 4.4 Monitor nursery plants and identify, record and report signs of plant pests, diseases and disorders to relevant persons.
  - 4.5 Maintain medicinal cannabis specimen labelling in accordance with relevant product tracking protocols and organisational requirements.
  - 4.6 Document and report plant nursery activities to relevant persons in accordance with organisational requirements.

**RANGE STATEMENT**

*All range statements must be assessed:*

**1. Hazards** may include but not limited to:

- Physical (e.g., slip/trip hazards, falling objects, noise, heights, dust, solar radiation)
- Biological (e.g., stings, bites, allergens, infectious agents)
- Chemical (e.g., aerosols, corrosive agents, fumes, spills, mists, etc.)
- Ergonomic (e.g., manual handling, poor posture, improper lifting techniques)

**3. Tools and equipment** may include but not limited to:

- Cutting instruments (e.g., secateurs, knives)
- Plastic containers and trays
- Carts (e.g., wheelbarrow, trolley)
- Digging tools (e.g., shovel, hoes, dibblers, planters)
- Irrigation (e.g., watering cans, hose and spigot, drip hoses, sprinklers)
- Rubbish bins

**5. Propagation material** may include but not limited to:

- Seeds
- Parent plants
- Cuttings (e.g., clones)
- Tissue-cultured shoots

**2. Relevant persons** may include but not limited to:

- Supervisor
- Master grower
- Manager

**4. Personal protective equipment (PPE)** may include but not limited to:

- Boots
- Gloves
- Coveralls
- Hats
- Hairnets

**UNDERPINNING KNOWLEDGE AND SKILLS**

*Candidates should know and understand:*

1. What are the various tools, and equipment used in maintaining nursery medicinal cannabis plants and how they should be prepared and used.
2. What are the various hazards that may be present in the plant nursery environment.
3. How to check, fit and use personal protective equipment (PPE).
4. Why it is necessary to obtain approval for access to a medicinal cannabis plant nursery.
5. What are the basics of medicinal cannabis plant physiology and what is the impact on nursery operations.
6. How to disinfect work areas.
7. How to maintain a medicinal cannabis plant nursery.
8. What are the organisational hygiene and quality control policies and procedures.
9. What is the importance of hygiene and quality control when tending nursery plants.
10. What are the environmental requirements of containerised medicinal cannabis plants growing in a nursery setting.
11. How to use the various propagation techniques used for medicinal cannabis plants.
12. How to prepare for medicinal cannabis plant propagation.
13. What are the main principles of medicinal cannabis plant physiology as they apply to propagation.
14. What are the various kinds of propagated materials for medicinal cannabis plants.
15. What are the common problems that occur while performing propagation activities.
16. What are the various pre-treatments to be employed in propagation and how they should be applied.
17. How to mitigate the transference of soil or root-borne diseases.
18. How to handle nursery plants with care.
19. What is “transplanting maturity” pertaining to nursery plants and why it is important.
20. What are the adverse outdoor climatic conditions, which may prevent or impede transplanting preparation operations.
21. What are the relevant methods of disposing of the various types of waste to minimise environmental damage.
22. How to treat common problems of containerised medicinal cannabis nursery plants.
23. How to clean, maintain and store tools and equipment.



## EVIDENCE GUIDE

*For assessment purposes:*

### (1) Critical Aspects of Evidence

Candidates must prove that they can carry out **all** the elements, meeting **all** of the performance criteria, range and underpinning knowledge **on more than one occasion**. This evidence must come from a real working environment.

### (2) Methods of Assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic.

Evidence may be collected in a variety of ways including:

- Observation
- Written/oral questioning
- Witness testimony
- Personal statement
- Written evidence (projects or assignments)
- Case study and scenario analysis

### (3) Context of Assessment

This unit may be assessed on the job, off the job or a combination of both. Where assessment occurs off the job, that is, the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by a candidate working alone or as part of a team. The assessment environment should not disadvantage the candidate.

The candidates must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, products and manufacturing specifications, codes, standards, manuals and reference materials.

Simulation **may be used**.

## UA26102

## Follow a medicinal cannabis plant nutrition programme

## Unit Descriptor:

This unit deals with the knowledge, skills and attitudes required to contribute to the implementation of a medicinal cannabis plant nutrition programme. Candidates are expected to assess the characteristics of soils and the requirements of medicinal cannabis plants; select suitable management practices, soil amendments, additives and fertilisers and document implementation plans including monitoring soil and plant growth.

**ELEMENT****PERFORMANCE CRITERIA**

*Candidates must be able to:*

- |                                       |   |
|---------------------------------------|---|
| 1. Prepare to provide plant nutrition | <ul style="list-style-type: none"> <li>1.1 Identify and confirm seasonal variations and requirements with relevant persons in accordance with organisational procedures.</li> <li>1.2 Identify and confirm the characteristics, condition and nutritional status of soils or growing media with relevant persons.</li> <li>1.3 Identify and confirm the nutritional requirements of the target medicinal cannabis plant at the current phase of its growing cycle and environment, with relevant persons in accordance with plant nutrition programme.</li> <li>1.4 Identify and select soil, management practices and fertilisers to achieve the required soil properties to meet the target species requirements.</li> <li>1.5 Select required materials, tools and equipment in accordance with the plant nutrition programme.</li> <li>1.6 Identify, assess and report work site health and safety hazards and take appropriate actions within the limits of your authority in accordance with health and safety requirements.</li> </ul> |
|---------------------------------------|---|

- 1.7 Identify and report environmental hazards and take appropriate action within the limits of your authority in accordance with environmental, organisational and legislative requirements.
2. Conduct plant nutrition activities
  - 2.1 Monitor and document soil pH in accordance with programme requirements.
  - 2.2 Identify and report visual signs of nutrient deficiency and toxicity in plants, according to programme and organisational requirements.
  - 2.3 Select nutrition and fertilisers compatible with plant species and type of growing media used in accordance with industry best practices.
  - 2.4 Select and apply appropriate nutrition and fertiliser application methods, at the required rates and timing, taking into account the fertiliser type, soils, plant growing cycle and the environmental implications in accordance with industry and environmental requirements.
  - 2.5 Record completed plant nutrition activities in accordance with organisational requirements and industry best practices.
3. Complete plant nutrition activities
  - 3.1 Remove and dispose of waste material in accordance with environmental, regulatory and industry requirements.
  - 3.2 Clean and return tools and equipment to required location in accordance with manufacturer's recommendations and organisational procedures.
  - 3.3 Identify and report unserviceable tools and equipment in accordance with organisational procedures.
  - 3.4 Document and report crop nutrition activities in accordance with organisational requirements.
  - 3.5 Monitor, document and report the target plant response to the plant nutrition programme, including non-target effects in accordance with industry best practices.

- 3.6 Monitor programme implementation and results by testing soil, plants and produce in accordance with industry best practices.

## RANGE STATEMENT

All range statements must be assessed:

1. **Relevant persons** may include but not limited to:
  - Supervisor
  - Master grower
  - Agricultural officer or similar authority
  - Health or environment inspectors`
2. **Soils** may include but not limited to:
  - Loams (e.g., sandy loam, loam, silt loam, clay loam, etc.)
  - Sands
  - Silts
  - Clays
3. **Growing media** may include but not limited to:
  - Organic (e.g., soil, potting mix, coco coir, compost)
  - Non-organic (e.g., perlite, vermiculite, rock wool, hydroton)
4. **Plant growing cycle phases** may include but not limited to:
  - Sprout
  - Seedling
  - Vegetative
  - Budding/flowering
  - Ripening
5. **Fertilisers** may include but not limited to:
  - Organic (e.g., manures, worm castings, mulch, compost etc.)
  - Synthetic (e.g., formulas containing nitrogen, phosphorus, and potassium and other nutrients)
6. **Soil properties** may include but not limited to:
  - Drainage rate
  - pH/EC
  - Nutrient levels
7. **Materials, tools and equipment** may include but not limited to:
  - Sprayers (e.g., spot, backpack, tow behind)
  - Applicators (e.g., misters, fertigators)
  - Gardening implements (e.g., mechanical, manual)
  - Monitoring equipment (e.g., insect traps, soil and plant test kits, sampling equipment)
  - Irrigation equipment (e.g., watering cans, drip hoses, sprinklers etc.)
8. **Hazards** may include but not limited to:
  - Physical (e.g., slip/trip hazards, falling objects, noise, heights, dust, solar radiation)
  - Biological (e.g., stings, bites, allergens, infectious agents)
  - Chemical (e.g., e.g., aerosols, corrosive agents, fumes, spills, mists, etc.)
  - Ergonomic (e.g., manual handling, poor posture, improper lifting techniques)

**9. Application methods** may include but not limited to:

- Banding
- Spraying and fertigation to growing media
- Foliar sprays

**10. Waste** may include but not limited to:

- Routine waste (e.g., containers, packaging)
- Non-routine waste (e.g., damaged cannabis plants, unused propagation material, soil or growing media)
- Hazardous waste (e.g., chemicals, sharps)

**11. Non-target effects** may include but not limited to:

- Weeds
- Pests and parasites
- Flora and fauna in immediate environment

**UNDERPINNING KNOWLEDGE AND SKILLS**

*Candidates should know and understand:*

1. How to identify the physical, nutritional and health requirements of medicinal cannabis plants.
2. How to sample and analyse the characteristics of soil and other growth media types, amendments and additives to enhance available nutrition for specific plants.
3. What are the various types of tools and equipment used in the nutrition programme tasks.
4. What are the various types of fertilisers.
5. What are the relevant principles of botany and plant physiology which impact plant nutrition programmes.
6. What is the relationship between soil characteristics and the availability of nutrients.
7. What is nutrient cycling and what is its practical relevance to the specific plants and soils.
8. What are the methods of nutrient uptake by medicinal cannabis plants.
9. How to apply nutrients to medicinal cannabis plants using a variety of methods.
10. How to follow a programme to achieve appropriate soil conditions and nutrient availability for plant growth, incorporating a soil health and plant nutrition plan.
11. What are the effects of nutrient deficiency and toxicity on individual plant species and varieties.
12. How to estimate treatment and product requirements, material sizes and quantities.
13. How to interpret specifications and calculate areas, ratios, proportions and application rates.
14. What are the main simple and compound fertiliser products available to the organisation.
15. What are the factors impacting the selection of fertilisers including analysis, solubility, salt index, application rates and costs.
16. How to effectively select suitable management practices, soil amendments, additives and fertilisers.
17. What are the visual and other symptoms of nutrient deficiency and toxicity on individual plant species and varieties.
18. What impact does the stage of growth of a medicinal cannabis plant have on the nutrient requirements.
19. How to conduct a site hazard identification and risk control assessment.
20. What are the environmental issues and relevant legislative requirements associated with selecting nutritional materials, implementing a plant nutrition programme, legislation compliance requirements and ensuring minimal impact on environment.

21. How to clean and store tools and equipment and report unserviceable tools.
22. What are the organisational and industry requirements for documentation and reporting in a cannabis plant nutrition programme.



## EVIDENCE GUIDE

*For assessment purposes:*

### (1) Critical Aspects of Evidence

Candidates must prove that they can carry out **all** the elements, meeting **all** of the performance criteria, range and underpinning knowledge **on more than one occasion**. This evidence must come from a real working environment.

### (2) Methods of Assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic.

Evidence may be collected in a variety of ways including:

- Observation
- Written/oral questioning
- Witness testimony
- Personal statement
- Written evidence (projects or assignments)
- Case study and scenario analysis
- Role play/simulation

### (3) Context of Assessment

This unit may be assessed on the job, off the job or a combination of both. Where assessment occurs off the job, that is, the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by a candidate working alone or as part of a team. The assessment environment should not disadvantage the candidate.

The candidates must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, products and manufacturing specifications, codes, standards, manuals and reference materials.

Simulation **may be used**.

**UA26202****Apply medicinal cannabis cultivation biosecurity measures**

## Unit Descriptor:

This unit deals with the knowledge, skills and attitudes required to interpret and apply control measures in a biosecurity plan to protect a medicinal cannabis growing operation from the entry and spread of biosecurity threats. Candidates are expected to demonstrate general knowledge of the harmful organisms that can threaten medicinal cannabis cultivation operations and how these threats can be identified, prevented and controlled in the facility or work area.

**ELEMENT****PERFORMANCE CRITERIA**

*Candidates must be able to:*

- |  |   |
|--|---|
| 1. Identify biosecurity threats and determine control measures for grow operations | <ul style="list-style-type: none"> <li>1.1 Access and interpret organisational biosecurity plan and other relevant sources of biosecurity information.</li> <li>1.2 Report signs of potential biosecurity threats in accordance with organisational procedures.</li> <li>1.3 Identify and confirm appropriate control measures to minimise the risk of identified biosecurity threats for the grow operation or established biosecurity plan.</li> <li>1.4 Identify and confirm the responsibilities for applying control measures in regular work routines.</li> </ul> |
| 2. Implement biosecurity control measures to grow operation activities             | <ul style="list-style-type: none"> <li>2.1 Apply required control measures identified in the grow operation biosecurity plan for relevant grow operation activities according to organisational procedures.</li> <li>2.2 Apply grow operation property/facility control measures into work routines in accordance with industry best practices.</li> </ul>  |
| 3. Maintain records related to biosecurity activities                              | <ul style="list-style-type: none"> <li>3.1 Document and record grow operation inputs and outputs in a manner that supports traceability in accordance with legislative and organisational requirements.</li> </ul>  |

- 3.2 Store and maintain monitoring and surveillance data in accordance with organisational procedures.
- 4. Administer biosecurity procedures
  - 4.1 Monitor the effectiveness of implemented control measures in accordance with industry best practices.
  - 4.2 Report issues and concerns with biosecurity to management in accordance with industry best practices.

**RANGE STATEMENT**

*All range statements must be assessed:*

**1. Biosecurity threats** may include but not limited to:

- Invertebrates (e.g., chewing, sucking and boring insects, gastropods, arachnids and nematodes)
- Weeds (e.g., grasses, shrubs, parasitic plants)
- Fungi
- Viruses
- Bacteria
- Algae

**2. Control measures** may include but not limited to:

- Air sanitation (e.g., bio filters, air purifiers)
- Dehumidification (e.g., passive and mechanical)
- Cleaning procedures (e.g., sanitisation and disinfection of personnel, facilities, equipment and tools)
- Pest controls
- Quarantines and biosecurity zones
- Monitoring and testing (e.g., routine inspections, environmental parameter measurements, expert assessments)
- Emergency/contingency drainage

**3. Grow operation activities** may include but not limited to:

- Cultivation activities (e.g., propagation, crop maintenance, harvest)
- Movement of employees and visitors, vehicles and equipment
- Work routines for grow operation inputs (e.g., pesticides, media, etc.)
- Work routines for grow operation outputs (e.g., waste, runoff, biomass etc.)
- Maintenance of facilities and property
- Water irrigation
- Use of work attire and protective equipment

**UNDERPINNING KNOWLEDGE AND SKILLS**

*Candidates should know and understand:*

1. How to source organisational biosecurity plans and biosecurity information which inform control measures.
2. What are the relevant principles and practices of biosecurity regarding medicinal cannabis grow operations.
3. How the medicinal cannabis grow operation biosecurity plan is impacted by the following:
  - facility, location and layout
  - operational routines
  - crop health management
4. What are relevant biosecurity threats to the cultivation of medicinal cannabis.
5. How to identify biosecurity threats for the property and determine control measures.
6. How to determine responsibilities for applying control measures.
7. What is the importance of the biosecurity plan of a medicinal cannabis grow operation.
8. How to incorporate and apply biosecurity control measures into work routines according to the biosecurity plan.
9. How to control biosecurity threats without creating any unpleasant by-products or contaminating or damaging the medicinal cannabis plants or produce.
10. How to maintain records for traceability of farm inputs and farm outputs.
11. What is the relevant monitoring and surveillance data that must be captured.
12. How to monitor control measures for effectiveness.
13. How to keep records for the traceability (both trace back and trace forward) of medicinal cannabis grow operation inputs and outputs.
14. How to keep records for the retention of monitoring and surveillance data.
15. How to report biosecurity issues and concerns.
16. What are the processes for monitoring the effectiveness of control measures.
17. How to maintain currency in biosecurity.

## EVIDENCE GUIDE

*For assessment purposes:*

### (1) Critical Aspects of Evidence

Candidates must prove that they can carry out **all** the elements, meeting **all** of the performance criteria, range and underpinning knowledge **on more than one occasion**. This evidence must come from a real working environment.

### (2) Methods of Assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic.

Evidence may be collected in a variety of ways including:

- Observation
- Written/oral questioning
- Witness testimony
- Personal statement
- Written evidence (projects or assignments)
- Case study and scenario analysis
- Role play/simulation

### (3) Context of Assessment

This unit may be assessed on the job, off the job or a combination of both. Where assessment occurs off the job, that is, the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by a candidate working alone or as part of a team. The assessment environment should not disadvantage the candidate.

The candidates must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, products and manufacturing specifications, codes, standards, manuals and reference materials.

Simulation **may be used**.

**UA26302****Control medicinal cannabis plant pests, diseases and disorders**

## Unit Descriptor:

This unit deals with the knowledge, skills and attitudes required to control medicinal cannabis plant pests, diseases and disorders as part of an integrated pest management programme. Candidates are expected to assess the health status of medicinal cannabis plants; select and apply suitable pest and disease treatments/controls; follow treatment schedules; keep records and monitor the effectiveness of controls.

**ELEMENT****PERFORMANCE CRITERIA**

*Candidates must be able to:*

- |   |   |
|---|---|
| 1. Assess plant pests, diseases and disorders                       | 1.1 Identify, record and report signs of plant pests, diseases, disorders and beneficial organisms in target area to relevant persons.  |
|   | 1.2 Consult relevant persons for confirmation of the presence of plant pests, diseases or disorders and document findings in accordance with organisational requirements and industry best practices. |
| 2. Prepare to treat and control plant pests, diseases and disorders | 2.1 Identify and select appropriate treatment and control measures in accordance with organisational requirements and environmental procedures.   |
|   | 2.2 Select appropriate tools, equipment and machinery for treatment and control measures.   |
|   | 2.3 Identify, assess and report health and safety hazards in the workplace and take appropriate corrective action within the limits of your own authority in accordance with organisational policies. |
|   | 2.4 Select, fit, use and maintain personal protective equipment (PPE) according to manufacturer's instructions and organisational health and safety procedures.                                       |
|   | 2.5 Secure the treatment area in accordance with organisational health and safety procedures.   |

3. Administer treatments
  - 3.1 Prepare treatment and control measures in accordance with manufacturer's instructions, safety data sheets and manufacturer instructions.
  - 3.2 Apply treatments and control measures in a manner that minimises environmental damage and exposure to off-target species in accordance with relevant health and safety, environmental, legislative and regulatory requirements.
4. Perform post-treatment operations
  - 4.1 Clean and store personal protective equipment (PPE) and application tools and equipment in accordance with manufacturer's instructions and organisational procedures.
  - 4.2 Dispose of treatment waste in accordance with environmental and industry requirements.
  - 4.3 Prepare and maintain treatment records in accordance with organisational procedures and legislative and regulatory requirements.
5. Monitor plant pests, diseases and disorder control methods
  - 5.1 Monitor treatment and control measures to identify the effects on off-target organisms and report outcomes in accordance with organisational requirements.
  - 5.2 Assess the effectiveness of treatment and control measures against planned outcomes in accordance with organisational procedures.
  - 5.3 Report instances where treatment and control methods are ineffective to management in accordance with organisational procedures.



**RANGE STATEMENT**

*All range statements must be assessed:*

- 1. Signs of plant pests, diseases and disorders** may include but not limited to:
  - Presence of visible pests (e.g., flying or crawling insects)
  - Presence of foreign material (e.g., scales, patches of eggs, powdery substances, faecal matter)
  - Unusual or abnormal growth (e.g., stunted leaves, wilting, warping)
  - Discoloration of plant parts (e.g., yellowing, brown spots, dark areas)
  - Physical damage (e.g., holes, tunnelling, bites)
- 2. Plant pests** may include but not limited to:
  - Invertebrates (e.g., chewing, sucking and boring insects, gastropods, arachnids and nematodes)
  - Weeds (e.g., grasses, shrubs, parasitic plants)
  - Fungi
- 3. Relevant persons** may include but not limited to:
  - Supervisor
  - Master grower
  - Agricultural officer or similar authority
  - Health or environmental inspectors
- 4. Treatment and control measures** may include but not limited to:
  - Natural (e.g. introduction of pest predators, co-planting of repellent plants, various beneficial fungi, bacteria, flora and fauna, organic fertilisers)
  - Cultural (e.g., tracking of weather, monitoring fields, and crops)
  - Physical (e.g., disinfection of the soil, seed, and seedlings, system flushing)
  - Mechanical (e.g., pruning and removal of diseased plants)
  - Chemical (e.g., fertilisers/nutrients, baits, fungicides, insecticides, and herbicides, soaps/detergents)

**5. Tools, equipment and machinery** may include but not limited to:

- Sprayers (e.g., spot, backpack, tow behind)
- Applicators (e.g., misters, fertigators)
- Gardening implements (e.g., mechanical, manual)
- Monitoring equipment (e.g., insect traps, soil and plant test kits, sampling equipment)

**7. Personal protective equipment (PPE)** may include but not limited to:

- Rubber boots
- Chemical resistant coveralls
- Gloves
- Goggles
- Respirator or facemask
- Hairnets

**6. Hazards** may include but not limited to:

- Physical (e.g., slip/trip hazards, falling objects, noise, heights, dust, solar radiation)
- Biological (e.g., stings, bites, allergens, infectious agents)
- Chemical (e.g., aerosols, corrosive agents, fumes, spills, mists, etc.)
- Ergonomic (e.g., manual handling, poor posture, improper lifting techniques)

**UNDERPINNING KNOWLEDGE AND SKILLS**

*Candidates should know and understand:*

1. What are the organisational procedures for identifying and reporting signs of pests, diseases and disorders and beneficial organisms on medicinal cannabis plants.
2. What are the main pests that affect medicinal cannabis plants.
3. What are the various diseases and disorders that affect medicinal cannabis plants including those caused by:
  - viruses
  - fungi
  - bacteria
  - algae
  - nutrient toxicity
  - nutrient deficiency
  - environmental stress (e.g. excess heat, dryness, tissue damage, light pollution)
4. What are the signs and symptoms of pest, disease and disorders in a medicinal cannabis plant.
5. What are the appropriate organisational and legislative protocols for seeking experts to assess the damage, threat and threshold of pests, diseases or disorders of medicinal cannabis plants.
6. What are the various control strategies for pests diseases and disorders.
7. What are the available treatment or control options.
8. What is meant by Integrated Pest Management (IPM) and what are the relevant industry best practices for its implementation.
9. How to identify and select tools equipment and resources necessary to implement the various control measures.
10. What are the relevant tools, equipment and machinery for implementing control strategies.
11. How to identify, assess and report health and safety hazards and risks in the work area and what are the relevant health and safety procedures for mitigating these risks.
12. How to identify, fit and use personal protective equipment (PPE).
13. What are the implications of treatment and control strategies on target and off-target species; site limitations; environmental impacts; end market and production; and environmental objectives.
14. How to monitor the effectiveness of pest and disease control measures.
15. What are the relevant organisational health and safety responsibilities for employees and employers.
16. How to maintain and store personal protective equipment (PPE).
17. How and when to adjust control measures where outcomes are below expectations.

18. What are the relevant organisational health and safety and environmental regulatory requirements for treatment and control measures, especially regarding the use of hazardous substances.
19. What are the relevant regulatory and organisational requirements for maintaining records of pest and disease control activities.

**EVIDENCE GUIDE**

*For assessment purposes:*

**(1) Critical Aspects of Evidence**

Candidates must prove that they can carry out **all** the elements, meeting **all** of the performance criteria, range and underpinning knowledge **on more than one occasion**. This evidence must come from a real working environment.

**(2) Methods of Assessment**

Assessors should gather a range of evidence that is valid, sufficient, current and authentic.

Evidence may be collected in a variety of ways including:

- Observation
- Written/oral questioning
- Witness testimony
- Personal statement
- Written evidence (projects or assignments)
- Case study and scenario analysis
- Role play/simulation

**(3) Context of Assessment**

This unit may be assessed on the job, off the job or a combination of both. Where assessment occurs off the job, that is, the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by a candidate working alone or as part of a team. The assessment environment should not disadvantage the candidate.

The candidates must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, products and manufacturing specifications, codes, standards, manuals and reference materials.

Simulation **may be used**.

**UA26402**

**Maintain medicinal cannabis crops in vegetative and flowering phases of growth**

Unit Descriptor:

This unit deals with the knowledge, skills and attitudes required to maintain and care for medicinal cannabis plants during the vegetative and flowering phases of growth. Candidates are expected to perform a variety of maintenance tasks intended to ensure plants remain healthy and productive up to the point of readiness for harvesting.

**ELEMENT** **PERFORMANCE CRITERIA**

*Candidates must be able to:*

- |  |     |  |
|--|-----|--|
| 1. Prepare to maintain vegetative and flowering plants | 1.1 | Confirm target medicinal cannabis plants and work activity instructions with relevant persons.   |
|  | 1.2 | Identify and report work health and safety hazards to relevant persons and take appropriate measures to manage risk to your own health and safety.                                     |
|  | 1.3 | Identify and report environmental and biosecurity implications associated with maintaining crops to relevant persons and minimise impact within the scope of your own authority.       |
|  | 1.4 | Select and use appropriate tools and equipment for medicinal cannabis maintenance activities and confirm that they are in good working order according to manufacturer’s instructions. |
|  | 1.5 | Select suitable personal protective equipment (PPE) and check before use to ensure it is in good working order in accordance with manufacturer’s instructions.                         |
| 2. Manage the growing environment                      | 2.1 | Access target medicinal cannabis plants in accordance with organisational biosecurity and general security protocols.  |
|  | 2.2 | Transport tools, equipment and materials to comply with access biosecurity requirements.   |

- 2.3 Maintain watering systems and adjust, where necessary in accordance with production plan.
  - 2.4 Modify lighting cycle to trigger flowering in target medicinal cannabis plants, where applicable, in accordance with organisational production plan.
  - 2.5 Take instrument readings to ensure specified environmental parameters are maintained and report unmet thresholds to relevant persons in accordance with organisational requirements.
  - 2.6 Check the condition of growing media and report issues to relevant persons in accordance with industry best practices.
  - 2.7 Clean containers and grow site in a manner that ensures that established hygiene standards for plants are maintained.
3. Maintain vegetative and flowering medicinal cannabis plants
- 3.1 Inspect target plants and identify and report any signs of threats to relevant persons in accordance with organisational policies and procedures.
  - 3.2 Identify and record when flowering is triggered in the plants in accordance with organisational requirements.
  - 3.3 Inspect and evaluate plant and flower growth and confirm maintenance requirements with relevant persons.
  - 3.4 Identify appropriate starting point for crop maintenance activities in accordance with industry best practices.
  - 3.5 Use and position tools and equipment correctly at commencement and during crop maintenance activities in accordance with organisational procedures.
  - 3.6 Train medicinal cannabis plants, where required, using appropriate plant training techniques, to promote increased yields, in accordance with industry best practices.

- 3.7 Install supports for stems and colas where required, using appropriate support techniques to promote increased yields, in accordance with sound horticultural practices.
- 3.8 Maintain medicinal cannabis crops using appropriate maintenance techniques appropriate to crop requirements and conditions.
- 3.9 Handle plants in a manner that reduces damage to flower colas in accordance with sound horticultural practices.
- 4. Complete crop maintenance activities
  - 4.1 Remove and dispose of waste material in accordance with environmental and industry requirements.
  - 4.2 Clean and return tools and equipment to the designated location in accordance with manufacturer's recommendations and organisational procedures.
  - 4.3 Identify and report unserviceable tools and equipment in accordance with organisational procedures.
  - 4.4 Document and report crop maintenance activities to relevant persons in accordance with organisational requirements.



## RANGE STATEMENT

All range statements must be assessed:

**1. Relevant persons** may include but not limited to:

- Supervisor
- Master grower
- Manager

**3. Tools and equipment** may include but not limited to:

- Manual (e.g., scissors, watering cans, sprayers, forks)
- Mechanical (e.g., cultivators, tillers, trimmers, sprinklers etc.)
- Electrical (e.g., digital cameras, lighting, fans, environmental-control systems)
- Measuring instruments (e.g., thermometers, hygrometer, soil test kits)

**5. Environmental parameters** may include but not limited to:

- Humidity
- Light
- Temperature
- Growing media pH/EC
- Air quality
- Air flow
- Nutrient and dissolved gas availability
- Natural and artificial water supplies

**2. Hazards** may include but not limited to:

- Physical (e.g., slip/trip hazards, falling objects, noise, heights, dust, solar radiation)
- Biological (e.g., stings, bites, allergens, infectious agents)
- Chemical (e.g., e.g., aerosols, corrosive agents, fumes, spills, mists, etc.)
- Ergonomic (e.g., manual handling, poor posture, improper lifting techniques)

**4. Personal protective equipment (PPE)** may include but not limited to:

- Boots
- Gloves
- Respirators
- Particle masks
- Hairnets

**6. Growing media** may include but not limited to:

- Native soil
- Organic
- Non-organic

**7. Cannabis crop threats** may include but not limited to:

- Male or hermaphrodite cannabis plants
- Pests
- Disease
- Disorders
- Triggering of new growth cycle during flowering (e.g., impacts of seasonal changes)

**9. Crop maintenance techniques** may include but not limited to:

- Weeding
- Aerating the soil
- Irrigation
- Pest and disease control
- Removal of standing water
- Pruning (e.g. removal of fan leaves or low growing tips)
- Manipulating environmental and nutrition parameters

**8. Plant training techniques** may include but not limited to:

- Crown shoot trimming
- Tie and bend
- Supports (e.g., screens, trellises, wire cages, strings and stakes)

**10. Waste** may include but not limited to:

- Routine waste
- Non-routine waste
- Hazardous waste

**UNDERPINNING KNOWLEDGE AND SKILLS**

*Candidates should know and understand:*

1. How to select, position, use and maintain medicinal cannabis crop maintenance tools and equipment.
2. What are the various tools, equipment (including personal protective equipment [PPE]) used in medicinal cannabis crop maintenance.
3. What is the process for confirming operating instructions.
4. What is the environmental impact associated with the maintenance of medicinal cannabis crops.
5. How to minimise the environmental impact associated with the maintenance of medicinal cannabis crops.
6. What are the environmental and biosecurity implications associated with maintaining medicinal cannabis crops.
7. What are the relevant industry and organisational biosecurity procedures.
8. What are the biosecurity and general security risks posed by accessing medicinal cannabis plants.
9. What are the relevant organisational requirements applicable to health and safety in the workplace for the maintenance of medicinal cannabis crops.
10. What are the relevant medicinal cannabis crop evaluation and maintenance techniques.
11. How to evaluate crop growth and maintenance requirements
12. What are the various medicinal cannabis crop threats and how they are identified.
13. What are the relevant organisational procedures for reporting and dealing with the discovery of medicinal cannabis crop threats.
14. What is the purpose of medicinal cannabis plant training and what are the various techniques, tools and equipment that should be employed.
15. What are the environmental parameters required to maintain a healthy medicinal cannabis plant.
16. What are the various instruments for measuring environmental parameters and how they should be correctly used.
17. What are the various kinds of growing media used for cultivating medicinal cannabis and how they impact crop maintenance.
18. What are the appropriate crop maintenance techniques that should be used on a medicinal cannabis crop.
19. What is the purpose and importance of crop maintenance activities.
20. What is plant training and how it is applied to medicinal cannabis.

21. How to handle medicinal cannabis plants without causing damage or yield losses.
22. What are the organisational requirements for recording and reporting crop maintenance activities and unserviceable tools and equipment and how to meet these requirements.
23. How to remove and dispose of the various types of waste material produced in medicinal cannabis crop maintenance.
24. What are the environmental parameters required to induce flowering in a healthy medicinal cannabis plant.
25. What is the anatomy of a medicinal cannabis flower.
26. Why male and hermaphrodite medicinal cannabis plants should be removed from a crop.
27. What kinds of supports are required for medicinal cannabis flowers, colas and buds and why they are necessary.
28. How to clean and store tools and equipment used in maintenance tasks.

## EVIDENCE GUIDE

*For assessment purposes:*

### (1) Critical Aspects of Evidence

Candidates must prove that they can carry out **all** the elements, meeting **all** of the performance criteria, range and underpinning knowledge **on more than one occasion**. This evidence must come from a real working environment.

### (2) Methods of Assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic.

Evidence may be collected in a variety of ways including:

- Observation
- Written/oral questioning
- Witness testimony
- Personal statement
- Written evidence (projects or assignments)
- Case study and scenario analysis

### (3) Context of Assessment

This unit may be assessed on the job, off the job or a combination of both. Where assessment occurs off the job, that is, the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by a candidate working alone or as part of a team. The assessment environment should not disadvantage the candidate.

The candidates must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, products and manufacturing specifications, codes, standards, manuals and reference materials.

Simulation **may be used**.

**UA26502****Support medicinal cannabis crop harvesting**

## Unit Descriptor:

This unit deals with the knowledge, skills and attitudes required to support medicinal cannabis crop harvesting, including preparing equipment for harvesting, harvesting medicinal cannabis flowers and transporting harvested flowers for further processing. The unit applies to individuals who support medicinal cannabis crop harvesting under general supervision and exercise limited autonomy or accountability for their own work.

**ELEMENT****PERFORMANCE CRITERIA**

*Candidates must be able to:*

- |                            |   |
|----------------------------|---|
| 1. Prepare to harvest crop | <ul style="list-style-type: none"> <li>1.1 Confirm target medicinal cannabis plants, readiness for harvesting and harvest activity instructions with relevant persons.</li> <li>1.2 Identify and report environmental and biosecurity implications associated with harvesting medicinal cannabis crops to relevant persons and minimise impacts within the scope of your own authority.</li> <li>1.3 Select and use appropriate tools and equipment for medicinal cannabis harvesting activities and check to confirm they are clean and in good working order.</li> <li>1.4 Identify and report any work health and safety hazards to relevant persons and take appropriate measures to manage risks to your own health and safety.</li> <li>1.5 Select suitable personal protective equipment (PPE), check to ensure it is in good working order before use and wear in accordance with manufacturer's instructions.</li> </ul> |
| 2. Harvest crop            | <ul style="list-style-type: none"> <li>2.1 Apply pre-harvesting processes to prepare medicinal cannabis crops for harvesting in accordance with organisational procedures.</li> </ul>   |

- 2.2 Apply harvesting processes at appropriate times in a manner that minimises damage to medicinal cannabis flower colas, in accordance with organisational procedures.
    - 2.3 Carry out basic sorting and grading in accordance with organisational procedures.
    - 2.4 Handle harvested branches in a manner that reduces damage to the medicinal cannabis flower colas.
    - 2.5 Inspect harvested colas and identify, record and report signs of plant pests, diseases and disorders to relevant persons.
    - 2.6 Report harvesting problems to relevant persons in accordance with organisational procedures.
  3. Transport crop
    - 3.1 Move and stack containers in a manner that minimises damage to medicinal cannabis crops and yield losses.
    - 3.2 Maintain the required temperature and humidity of the harvested cannabis flower crop in accordance with organisational biosecurity procedures.
    - 3.3 Transport harvested crops to the processing area for drying or curing in accordance with organisational procedures.
    - 3.4 Maintain containers in good working order in accordance with organisational requirements.
    - 3.5 Maintain medicinal cannabis specimen labelling in accordance with relevant product tracking protocols and organisational requirements.
  4. Complete crop harvest activities
    - 4.1 Remove and dispose of waste material in accordance with organisational biosecurity requirements.
    - 4.2 Clean and return tools and equipment to the required location in accordance with organisational procedures.

- 4.3 Identify and report unserviceable tools and equipment in accordance with organisational procedures.
- 4.4 Document and report crop harvest activities to relevant persons in accordance with organisational requirements.



## RANGE STATEMENT

All range statements must be assessed:

1. **Relevant persons** may include but not limited to:
  - Supervisor
  - Master grower
  - Manager
2. **Tools and equipment** may include but not limited to:
  - Cutting instruments (e.g., secateurs, knives)
  - Plastic containers and trays
  - Carts (e.g., wheelbarrow, trolley)
  - Irrigation (e.g., watering cans, hose and spigot, drip hoses, sprinklers)
  - Rubbish bins
  - Humidity controls
3. **Hazards** may include but not limited to:
  - Physical (e.g., slip/trip hazards, falling objects, noise, heights, dust, solar radiation)
  - Biological (e.g., stings, bites, allergens, infectious agents)
  - Chemical (e.g., aerosols, corrosive agents, fumes, spills, mists, etc.)
  - Ergonomic (e.g., manual handling, poor posture, improper lifting techniques)
4. **Personal protective equipment (PPE)** may include but not limited to:
  - Boots
  - Gloves
  - Respirators
  - Particle masks
  - Hairnets
5. **Pre-harvesting processes** may include but not limited to:
  - Nutrient flushing
  - Extended darkness cycles
  - Pruning of larger fan leaves
6. **Harvesting processes** may include but not limited to:
  - Trimming of excess leaves
  - Removal of non-bearing branches
  - Retention of smaller leaves for drying and/or curing
7. **Waste** may include but not limited to:
  - Routine waste (e.g., containers, packaging)
  - Non-routine waste (e.g., trimmings, roots)
  - Hazardous waste (e.g., chemicals, sharps)

**UNDERPINNING KNOWLEDGE AND SKILLS**

*Candidates should know and understand:*

1. What are the relevant organisational health and safety requirements.
2. What are the various environmental and biosecurity implications associated with harvesting medicinal cannabis.
3. How to estimate the readiness of the medicinal cannabis crop for harvesting.
4. What are the disadvantages of harvesting medicinal cannabis flowers too early or too late.
5. What are the various work site hazards associated with harvesting medicinal cannabis and how they can be effectively managed.
6. What are the types of personal protective equipment (PPE) to be used in harvesting medicinal cannabis.
7. What are the principles and practices for harvesting medicinal cannabis flower crops.
8. What are the relevant tools and equipment used in medicinal cannabis harvesting activities.
9. How to prepare medicinal cannabis for harvesting using various pre-harvesting processes.
10. How to harvest medicinal cannabis using appropriate methods and processes.
11. What are the organisational quality procedures for harvesting medicinal cannabis crops.
12. What are the adverse climatic conditions which may downgrade the quality of affected crops, prevent or impede harvest operations or severely influence the time taken to complete the harvest programme.
13. How to handle harvested medicinal cannabis in a manner that minimises damage and yield losses.
14. What are the signs of pests, diseases and disorders to look for when inspecting harvested medicinal cannabis flower.
15. How to select, sort and grade medicinal cannabis produce at harvesting.
16. How to stack produce in containers without causing damage or losses.
17. What is the importance of maintaining the quality of produce including cooling requirements and quick transport to processing areas.
18. How to transport harvested medicinal cannabis colas in accordance with organisational requirements.
19. What are the organisational and legislative requirements for labelling and seed to sale tracking during harvest operations.
20. How to correctly dispose of the waste generated in medicinal cannabis harvesting processes.
21. How to clean and store tools and equipment used in medicinal cannabis harvesting.
22. What are the organisational requirements for creating and maintaining records of harvesting activities.

## EVIDENCE GUIDE

*For assessment purposes:*

### (1) Critical Aspects of Evidence

Candidates must prove that they can carry out **all** the elements, meeting **all** of the performance criteria, range and underpinning knowledge **on more than one occasion**. This evidence must come from a real working environment.

### (2) Methods of Assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic.

Evidence may be collected in a variety of ways including:

- Observation
- Written/oral questioning
- Witness testimony
- Personal statement
- Written evidence (projects or assignments)
- Case study and scenario analysis

### (3) Context of Assessment

This unit may be assessed on the job, off the job or a combination of both. Where assessment occurs off the job, that is, the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by a candidate working alone or as part of a team. The assessment environment should not disadvantage the candidate.

The candidates must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, products and manufacturing specifications, codes, standards, manuals and reference materials.

Simulation **may be used**.

**UA26602****Carry out post-harvest operations**

Unit Descriptor:

This unit deals with the knowledge, skills and attitudes required to carry out routine post-harvest operations in a medicinal cannabis production operation. Candidates are expected to demonstrate knowledge of how to prepare dried and cured medicinal cannabis flower buds for consumption or further processing in a manner that meets client quality requirements.

**ELEMENT****PERFORMANCE CRITERIA**

*Candidates must be able to:*

- |  |  |
|--|--|
| 1. Prepare for post-harvest operations | <ul style="list-style-type: none"> <li>1.1 Identify and confirm post-harvest treatments and operations to be performed and client specifications.</li> <li>1.2 Identify and select appropriate tools and equipment for medicinal cannabis post-harvest activities and check to confirm that they are in good condition and safe for use.</li> <li>1.3 Select suitable personal protective equipment (PPE), check to ensure that it is in good working order before use and wear in accordance with manufacturer's instructions.</li> <li>1.4 Follow applicable worksite biosecurity protocols during post-harvest activities in accordance with legislative, organisational and personal hygiene requirements.</li> <li>1.5 Maintain medicinal cannabis specimen labelling and organisation at all stages of post-harvest in accordance with relevant product tracking protocols.</li> </ul> |
| 2. Transport harvested produce         | <ul style="list-style-type: none"> <li>2.1 Transport medicinal cannabis flower material from the curing facility to post-harvest processing or storage area in a manner that minimises damage and yield loss.</li> <li>2.2 Maintain temperature and humidity of medicinal cannabis flower material at appropriate levels in accordance with industry requirements.</li> </ul>  |

- 2.3 Maintain the cleanliness of containers, materials and equipment during transporting activities according to industry standards.
3. Prepare produce
  - 3.1 Grade and label medicinal cannabis flower material in accordance with client specifications, regulatory and industry requirements.
  - 3.2 Apply post-harvest treatments and operations to medicinal cannabis buds in accordance with client requirements.
  - 3.3 Identify and confirm the quality parameters of medicinal cannabis flower material and specifications for packaging materials, containers, filling techniques and labelling.
  - 3.4 Select correct packaging materials and containers for specific batches of medicinal cannabis flower material in accordance with client requirements.
  - 3.5 Weigh filled containers, record weight and, where required, repack to correct weight.
  - 3.6 Use the correct filling techniques for specific containers and type of medicinal cannabis flower material.
  - 3.7 Apply appropriate labels with relevant information to containers of medicinal cannabis flower material in accordance with regulatory, organisational and client specifications.
4. Store produce
  - 4.1 Place containers onto pallets or racks in a manner that ensures stability and optimum storage conditions.
  - 4.2 Transfer packaged medicinal cannabis products to storage facility and arrange packages in accordance with quality requirements.
  - 4.3 Monitor storage facility conditions by using appropriate measuring instruments and report abnormal readings in accordance with industry requirements.

- 4.4 Monitor the condition of stored medicinal cannabis produce and take appropriate remedial action, where required, in accordance with job specifications.
- 4.5 Clean storage facility and packing containers in accordance with organisational procedures.
- 4.6 Document and report post-harvest activities to relevant persons in accordance with organisational requirements.

## RANGE STATEMENT

All range statements must be assessed:

1. **Post-harvest treatments and operations** may include but not limited to:
  - Trimming (e.g., removal of small leaves, stems, etc.)
  - Moisture content adjustments (e.g., humidity packets, vacuum sealing, etc.)
  - Weighing
  - Grinding
2. **Tools and equipment** may include but not limited to:
  - Scales
  - Cutting tools (e.g., secateurs, scissors)
  - Containers
  - Humidifiers/de-humidifiers
  - Test kits (e.g., litmus tests)
  - Heater
  - Grinders
  - Vacuum sealer
3. **Personal protective equipment (PPE)** may include but not limited to:
  - Gloves
  - Particle mask
  - Protective coveralls
  - Hairnets
4. **Biosecurity protocols** may include but not limited to:
  - Sanitisation of equipment and clothing (e.g., footbaths, cleansing stations)
  - Disinfection of facilities and surfaces
  - Isolation (e.g., quarantines)
5. **Packaging materials and containers** may include but not limited to:
  - Containers (e.g., bags, jars, boxes)
  - Labels/tags
  - Humidity controls
6. **Label information** may include but not limited to:
  - Batch details
  - Strain
  - Weight
  - Dates
  - Potency per gram (e.g., CBD content)
7. **Measuring instruments** may include but not limited to:
  - Thermometers
  - Hygrometers

**UNDERPINNING KNOWLEDGE AND SKILLS**

*Candidates should know and understand:*

1. What are the various post-harvest treatments and operations to be performed on medicinal cannabis flowers.
2. What are the various tools and pieces of equipment used for medicinal cannabis post-harvest activities.
3. What are the worksite biosecurity protocols to be observed during post-harvest activities.
4. What are the attributes of the medicinal cannabis flower produced by the organisation in relation to the desired quality of produce to be presented to the client.
5. How to label produce accurately and correctly.
6. How to maintain records of post-harvest operations to allow traceability.
7. What are the correct storage temperatures and humidity for the organisation's medicinal cannabis flower produce.
8. What is the correct method of handling cured medicinal cannabis flower produce to minimise damage.
9. What kinds of damage can occur to cured medicinal cannabis flower material.
10. How to maintain the cleanliness of containers, materials and equipment during transporting activities.
11. How to dispose of waste materials to minimise damage to the external environment.
12. How to transport, grade, treat, pack and store medicinal cannabis flower produce according to market requirements and industry and organisational standards.
13. What are the various pieces of equipment for handling and transporting medicinal cannabis flower produce.
14. What is the impact of humidity levels and their effect on the quality of cured medicinal cannabis flower produce.
15. What are the main hygiene issues that must be addressed in the handling and storage of medicinal cannabis flower produce.
16. What are the relevant legislative and industry standards for the packaging of medicinal cannabis flower produce.
17. What is carboxylation and why it is important to the use of medicinal cannabis.
18. What is the relationship between quality attributes of medicinal cannabis flower produce and packing techniques and packaging.
19. What are the storage methods for medicinal cannabis flower produce.
20. What are the instruments used to monitor storage facility conditions and how to use them.
21. How to clean medicinal cannabis produce storage facilities.



22. What are the organisational requirements for documenting and reporting post-harvest activities.

## EVIDENCE GUIDE

*For assessment purposes:*

### (1) Critical Aspects of Evidence

Candidates must prove that they can carry out **all** the elements, meeting **all** of the performance criteria, range and underpinning knowledge **on more than one occasion**. This evidence must come from a real working environment.

### (2) Methods of Assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic.

Evidence may be collected in a variety of ways including:

- Observation
- Written/oral questioning
- Witness testimony
- Personal statement
- Written evidence (projects or assignments)
- Case study and scenario analysis

### (3) Context of Assessment

This unit may be assessed on the job, off the job or a combination of both.. Where assessment occurs off the job, that is, the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by a candidate working alone or as part of a team. The assessment environment should not disadvantage the candidate.

The candidates must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, products and manufacturing specifications, codes, standards, manuals and reference materials.

Simulation **may be used**.

**UA26702****Manage medicinal cannabis harvest, drying and curing processes**

## Unit Descriptor:

This unit deals with the knowledge, skills and attitudes required to perform the drying and curing of harvested medicinal cannabis flower material before post-harvest operations. Candidates are expected to demonstrate an understanding of how to carefully manage the moisture content reduction of medicinal cannabis flowers in a manner that improves end-product quality and efficacy.

**ELEMENT****PERFORMANCE CRITERIA**

*Candidates must be able to:*

- |                                  |  |
|----------------------------------|--|
| 1. Prepare for drying and curing | <ul style="list-style-type: none"> <li>1.1 Identify and confirm with relevant persons the medicinal cannabis drying and curing parameters and activities to be completed, as required, to meet organisational quality and production requirements.</li> <li>1.2 Identify and report work health and safety hazards to relevant persons and take appropriate measures to manage risks to your own health and safety.</li> <li>1.3 Select and wear suitable personal protective equipment (PPE), check to ensure it is in good working order before use and wear in accordance with manufacturer's instructions.</li> <li>1.4 Identify and select appropriate tools and equipment for medicinal cannabis drying and curing activities and check to confirm that they are in good condition and safe for use.</li> <li>1.5 Maintain medicinal cannabis specimen labelling/tagging organisation at all stages of post-harvest in accordance with relevant product tracking protocols.</li> <li>1.6 Follow applicable worksite biosecurity protocols during post-harvest activities.</li> </ul> |
| 2. Carry out drying tasks        | <ul style="list-style-type: none"> <li>2.1 Place harvested and trimmed medicinal cannabis branches in the designated drying area in accordance with organisational procedures.</li> </ul>  |

- 2.2 Monitor the drying process and make adjustments in the drying area, where required, to ensure optimal drying parameters are maintained.
    - 2.3 Dry medicinal cannabis plant material to organisational specifications.
    - 2.4 Confirm the readiness of dried medicinal cannabis plants for flower removal with relevant persons.
  3. Carry out curing tasks
    - 3.1 Remove medicinal cannabis flowers from the stems at the appropriate time in accordance with organisational quality requirements.
    - 3.2 Trim sugar leaves and stems from dried medicinal cannabis colas and buds carefully, where required, in accordance with quality requirements.
    - 3.3 Place dried medicinal cannabis colas into appropriate curing vessels in a manner that minimises yield losses.
    - 3.4 Cure and breathe medicinal cannabis flower material within the appropriate curing parameters for the strain in accordance with quality requirements.
    - 3.5 Inspect cured medicinal cannabis flower material for conformance to specifications and report signs of mould or other problems to relevant persons.
4. Maintain records
  - 4.1 Maintain documentation of medicinal cannabis flower material through the various drying and curing activities.
  - 4.2 Document and report drying and curing activities to relevant persons in accordance with organisational requirements.
  - 4.3 Apply appropriate labels with relevant information to containers of medicinal cannabis flower material in accordance with regulatory and client specifications.

**RANGE STATEMENT**

*All range statements must be assessed:*

**1. Relevant persons** may include but not limited to:

- Supervisor
- Master grower

**3. Curing parameters** may include but not limited to:

- Darkness
- Temperature
- Humidity
- Time
- Breathing/burping frequency
- Airtight confines

**5. Personal protective equipment (PPE)** may include but not limited to:

- Gloves
- Boots
- Particle mask
- Protective eyewear
- Protective coveralls
- Hairnets

**2. Drying parameters** may include but not limited to:

- Darkness
- Temperature
- Humidity
- Time
- Air circulation

**4. Hazards** may include but not limited to:

- Physical (e.g., slip/trip hazards, falling objects, noise, heights, dust, solar radiation)
- Biological (e.g., stings, bites, allergens, infectious agents)
- Chemical (e.g., aerosols, corrosive agents, fumes, spills, mists, etc.)
- Ergonomic (e.g., manual handling, poor posture, improper lifting techniques)

**6. Tools and equipment** may include but not limited to:

- Secateurs/scissors
- Drying apparatus (e.g., drying racks, wires/lines, hangers)
- Curing vessels (e.g., glass or ceramic jars, bottles, airtight containers)
- Humidifiers
- Dehumidifiers
- Tongs
- Thermometer
- Hygrometer
- Heater/air conditioner system with humidity control

**7. Biosecurity protocols** may include but not limited to:

- Sanitisation of equipment and clothing (e.g., footbaths, cleansing stations)
- Disinfection of facilities and surfaces
- Isolation (e.g., quarantines)

**8. Relevant information** may include but not limited to:

- Batch details
- Strain
- Weight
- Dates

**UNDERPINNING KNOWLEDGE AND SKILLS**

*Candidates should know and understand:*

1. What is the purpose and importance of drying and curing harvested medicinal cannabis.
2. What are the differences between drying and curing with regards to medicinal cannabis.
3. What are the ideal conditions and processes for drying and curing medicinal cannabis flowers.
4. What are the negative effects that could occur when drying or curing medicinal cannabis in less-than-ideal conditions.
5. How to manage risks to health while performing work tasks.
6. How to select, check, fit and correctly use appropriate personal protective equipment (PPE).
7. What are the various tools and pieces of equipment required to effectively dry and cure harvested medicinal cannabis flower material.
8. What are the legislative and organisational requirements for labelling and product tracking.
9. What are the applicable biosecurity protocols which impact drying and curing operations.
10. What are the best practices for drying harvested medicinal cannabis.
11. What are the signs that harvested medicinal cannabis is dry enough to commence curing.
12. How to trim medicinal cannabis flower colas and buds from dried stems for curing procedures.
13. How to trim leaves and stems from medicinal cannabis colas and buds.
14. Why and how to avoid over drying medicinal cannabis flowers.
15. What are the risks posed by curing medicinal cannabis that is not dry enough.
16. What are the risks posed by drying medicinal cannabis harvests too quickly.
17. What is meant by “breathing” and “burping” with respect to curing medicinal cannabis flowers and why they are important.
18. What are the signs of mould or other problems in cured medicinal cannabis flower material.
19. What are the legislative and organisational requirements for documentation and record keeping during and after medicinal cannabis drying and curing operations.

## EVIDENCE GUIDE

*For assessment purposes:*

### (1) Critical Aspects of Evidence

Candidates must prove that they can carry out **all** the elements, meeting **all** of the performance criteria, range and underpinning knowledge **on more than one occasion**. This evidence must come from a real working environment.

### (2) Methods of Assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic.

Evidence may be collected in a variety of ways including:

- Observation
- Written/oral questioning
- Witness testimony
- Personal statement
- Written evidence (projects or assignments)
- Case study and scenario analysis

### (3) Context of Assessment

This unit may be assessed on the job, off the job or a combination of both. Where assessment occurs off the job, that is, the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by a candidate working alone or as part of a team. The assessment environment should not disadvantage the candidate.

The candidates must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, products and manufacturing specifications, codes, standards, manuals and reference materials.

Simulation **may be used**.



**UA26802****Collect and record production data**

Unit Descriptor:

This unit deals with the knowledge, skills and attitudes required to collect and record production data obtained from a variety of sources.

**ELEMENT****PERFORMANCE CRITERIA**

*Candidates must be able to:*

- |                            |   |
|----------------------------|---|
| 1. Prepare to collect data | <ul style="list-style-type: none"> <li>1.1 Identify and confirm the targets and specific requirements of the production data to be collected.</li> <li>1.2 Select materials and tools required for data collection and calibrate where required, in accordance with manufacturer and organisational guidelines.</li> <li>1.3 Identify and report difficulties that may be encountered in collecting the data to relevant persons.</li> <li>1.4 Select and wear suitable personal protective equipment (PPE), check to ensure it is in good working order before use and wear in accordance with manufacturer's instructions.</li> <li>1.5 Identify and confirm where site quarantines are in effect and where required, perform tasks in accordance with regulatory organisational site quarantine procedures.</li> </ul> |
| 2. Record production data  | <ul style="list-style-type: none"> <li>2.1 Collect production data in a manner that meets specific format requirements.</li> <li>2.2 Check captured production data for completeness and report misaligned data to superiors.</li> </ul>  |
| 3. Present production data | <ul style="list-style-type: none"> <li>3.1 Present production data in the correct format to meet organisational requirements.</li> <li>3.2 Submit production data sheets for review and entry into database in accordance with organisational procedures.</li> </ul>  |

**RANGE STATEMENT**

*All range statements must be assessed:*

1. **Production data** may include but not limited to:
  - Inputs (e.g., raw materials, ingredients, labour)
  - Outputs (e.g., produce, by-products, waste)
  - Production conditions (e.g., drying times, maturing times and temperatures etc.)
2. **Materials** may include but not limited to:
  - Ledgers
  - Data sheets
  - Notebooks (e.g., electronic or manual)
  - Labels/tags
3. **Tools** may include but not limited to:
  - Counters
  - Scales
  - Rules
  - Thermometers
  - Hygrometers
  - Watches/clocks
  - Electronic data capture devices (e.g., laptops, tablets)
4. **Difficulties** may include but not limited to:
  - Adverse conditions
  - Ongoing work processes
  - Malfunctioning equipment
  -
5. **Relevant persons** may include but not limited to:
  - Supervisor
  - Clients
  - Vendors
  - Inspectors
6. **Personal protective equipment (PPE)** may include but not limited to:
  - Gloves
  - Boots
  - Coveralls
  - Hairnets

**UNDERPINNING KNOWLEDGE AND SKILLS**

*Candidates should know and understand:*

1. How to collect production data as part of the work role or job function.
2. What is the value of production data and why it is being collected.
3. What are the purposes for which the recorded data might be used.
4. What are the software programmes used for recording or storing data.
5. How to enter data into specified written or electronic formats.
6. What are the recording methods used by the organisation.
7. What are the situations which require reference to data to complete work activities.
8. How to maintain workplace health and safety in the context of your own work.
9. What are the various materials and tools required for data collection.
10. How to calibrate data collection tools.
11. What are the various kinds of difficulties that may be encountered in collecting production data.
12. What are the various types of personal protective equipment (PPE) that must be worn as part of the work role or job function.
13. What are the organisational site quarantine procedures and how to follow them.
14. How to check captured production data for completeness.

## EVIDENCE GUIDE

*For assessment purposes:*

### (1) Critical Aspects of Evidence

Candidates must prove that they can carry out **all** the elements, meeting **all** of the performance criteria, range and underpinning knowledge **on more than one occasion**. This evidence must come from a real working environment.

### (2) Methods of Assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic.

Evidence may be collected in a variety of ways including:

- Observation
- Written/oral questioning
- Witness testimony
- Personal statement
- Written evidence (projects or assignments)
- Case study and scenario analysis
- Role play/simulation

### (3) Context of Assessment

This unit may be assessed on the job, off the job or a combination of both. Where assessment occurs off the job, that is, the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by a candidate working alone or as part of a team. The assessment environment should not disadvantage the candidate.

The candidates must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, products and manufacturing specifications, codes, standards, manuals and reference materials.

Simulation **may be used**.

**UA26902****Collect samples for a medicinal cannabis monitoring programme**

## Unit Descriptor:

This unit deals with the knowledge, skills and attitudes required to collect samples as part of a medicinal cannabis cultivation or production monitoring programme. Candidates are expected to follow established medicinal cannabis industry protocols for the collection of samples for a variety of purposes including quality assurance and external laboratory analysis.

**ELEMENT****PERFORMANCE CRITERIA**

*Candidates must be able to:*

- |                                       |   |
|---------------------------------------|---|
| 1. Plan for the collection of samples | <ul style="list-style-type: none"> <li>1.1 Confirm the sample collection schedule in collaboration with relevant persons in accordance with organisational procedures.</li> <li>1.2 Gain approval for site access from relevant persons.</li> <li>1.3 Identify and confirm medicinal cannabis samples to be collected with relevant persons in accordance with organisational procedures.</li> <li>1.4 Identify, assess and report worksite health and safety hazards and adverse conditions and take appropriate corrective actions within the limits of your own authority.</li> </ul>  |
| 2. Prepare equipment and resources    | <ul style="list-style-type: none"> <li>2.1 Select appropriate tools and equipment for the sample collection and check to confirm they are in good working order.</li> <li>2.2 Select and wear suitable personal protective equipment (PPE), check to ensure it is in good working order before use and wear according to manufacturer's instructions and health and safety requirements.</li> <li>2.3 Select appropriate data or record sheets/books for the specific sampling activity.</li> <li>2.4 Move equipment, data sheets and personnel to sampling sites and prepare for use in a manner that maintains biosecurity and general security.</li> </ul> |

3. Carry out sampling and preserving procedures
  - 3.1 Collect medicinal cannabis samples in accordance with established sampling protocols.
  - 3.2 Record and document the results from samples to meet sampling programme requirements.
  - 3.3 Prepare and package samples for external analysis in a manner that meets quality assurance guidelines.
  - 3.4 Document observations of the surrounding area and environmental conditions.
  
4. Complete sample collection activities
  - 4.1 Perform cleaning procedures in accordance with established hygiene practices.
  - 4.2 Clean and return tools and equipment to the required location in accordance with manufacturer's recommendations and organisational procedures.
  - 4.3 Record sample collection activities and observations and present the sampling report to relevant persons.
  - 4.4 Inform relevant persons of changes in field conditions and equipment.
  - 4.5 Record sampling activities and ensure reconciliation within the tracking systems according to organisational and regulatory requirements.

**RANGE STATEMENT**

All range statements must be assessed:

**1. Medicinal cannabis samples** may include but not limited to:

- Flower material
- Leaf material

**3. Tools and equipment** may include but not limited to:

- Secateurs/scissors
- Tongs
- Scales
- Containers (e.g., mylar bags, amber glass jars)
- Labels
- Notebooks (e.g., manual or electronic)

**5. Sample collection activities and observations** may include but not limited to:

- Name and address of producer including licensee or registrant number
- Unique batch identification number
- Number of sample increments
- Number of containers sampled
- Total mass sampled
- Description of environmental conditions (e.g., indoor, outdoor, aquaponics etc.)
- Date sampled
- Sampler's identification and/or signature

**2. Hazards** may include but not limited to:

- Physical (e.g., slip/trip hazards, falling objects, noise, heights, dust, solar radiation)
- Biological (e.g., stings, bites, allergens, infectious agents)
- Chemical (e.g., aerosols, corrosive agents, fumes, spills, mists, etc.)
- Ergonomic (e.g., manual handling, poor posture, improper lifting techniques)

**4. Personal protective equipment (PPE)** may include but not limited to:

- Gloves (e.g., latex gloves)
- Boots
- Protective clothing
- Hairnets

**UNDERPINNING KNOWLEDGE AND SKILLS**

*Candidates should know and understand:*

1. How to plan for the collection of medicinal cannabis samples.
2. Why it is important to gain approval for site access prior to taking samples and how to do so.
3. How to identify, assess and report health and safety hazards and adverse conditions.
4. How to collect medicinal cannabis samples for a given site.
5. What are the organisational field procedures for sampling.
6. What are the various types of collecting tools, equipment and methods.
7. How to identify, select, check and wear personal protective equipment (PPE).
8. How to maintain biosecurity and general security during sampling activities.
9. What are the kinds of information that must be recorded when performing sampling tasks.
10. How to record sampling results and observations.
11. What are the relevant sampling procedures.
12. How to distinguish the atypical circumstances impacting sample collection activities.
13. How to procure samples for external analysis.
14. How to perform cleaning to meet hygiene requirements.
15. How to prepare a sampling report with a record of all sampling activities.
16. How to use and operate relevant tools and equipment.
17. How the physiology of the medicinal cannabis plant impacts sampling activities.
18. What are the topographical, climatic or environmental influences on samples or sampling procedures.
19. How to accurately reconcile, record and report sampling data into the tracking system.



## EVIDENCE GUIDE

*For assessment purposes:*

### (1) Critical Aspects of Evidence

Candidates must prove that they can carry out **all** the elements, meeting **all** of the performance criteria, range and underpinning knowledge **on more than one occasion**. This evidence must come from a real working environment.

### (2) Methods of Assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic.

Evidence may be collected in a variety of ways including:

- Observation
- Written/oral questioning
- Witness testimony
- Personal statement
- Written evidence (projects or assignments)
- Case study and scenario analysis
- Role play/simulation

### (3) Context of Assessment

This unit may be assessed on the job, off the job or a combination of both. Where assessment occurs off the job, that is, the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by a candidate working alone or as part of a team. The assessment environment should not disadvantage the candidate.

The candidates must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, products and manufacturing specifications, codes, standards, manuals and reference materials.

Simulation **may be used**.

**UA27002**

**Transplant medicinal cannabis nursery plants**

Unit Descriptor:

This unit deals with the knowledge, skills and attitudes required to transplant medicinal cannabis nursery plants with developed root systems from the nursery environment to the permanent grow site. Candidates are expected to demonstrate an understanding of medicinal cannabis plant physiology and the key factors impacting the viability and health of transplanted stock in a variety of grow site environments.

**ELEMENT** **PERFORMANCE CRITERIA**

*Candidates must be able to:*

- |  |   |
|--|---|
| <p>1. Prepare for transplanting operations</p> | <ul style="list-style-type: none"> <li>1.1 Identify and confirm transplanting parameters with relevant persons.</li> <li>1.2 Identify and report work health and safety hazards to relevant persons and take appropriate measures to manage risks to your own health and safety.</li> <li>1.3 Select and use appropriate tools and equipment for transplanting activities and check to confirm that they are in good working order.</li> <li>1.4 Identify, confirm and adhere to work area hygiene requirements with relevant persons during transplanting activities.</li> <li>1.5 Select suitable personal protective equipment (PPE), check to ensure it is in good working order before use and wear in accordance with manufacturer’s instructions.</li> <li>1.6 Check nursery plant, confirm indicators of transplanting readiness and report signs of plant pests and disease to relevant persons.</li> <li>1.7 Confirm that substrate and weather or environmental conditions are optimal for transplanting with relevant persons.</li> </ul> |
| <p>2. Prepare grow site</p>                    | <ul style="list-style-type: none"> <li>2.1 Measure and mix growing media components, where required, in accordance with instructions and established plant nutrition programme.</li> </ul>  |

- 2.2 Check and confirm with relevant persons that grow site substrate complies with established substrate specifications and transplanting parameters.
  - 2.3 Clear and water site where required, in accordance with soil conservation and sustainable land management practices.
  - 2.4 Excavate planting holes in substrate at appropriate dimensions and spacing in accordance with plant requirements and task specifications.
  - 2.5 Provide appropriate drainage to ensure root system survival is maintained in accordance with strain requirements and sound horticultural practices.
3. Transplant nursery plants
  - 3.1 Prepare, handle and transport nursery plants to be transplanted in a manner that minimises damage and maintains plant viability.
  - 3.2 Transplant plants in prepared holes in a manner that minimises plant stress or shock in accordance with established transplanting parameters.
  - 3.3 Adjust substrate level around transplanted plants in a manner that minimises plant stress and produces a well-furnished plant.
  - 3.4 Check transplanted plants to ensure the condition, placement and depth of plants comply with established parameters.
  - 3.5 Maintain transplanted plants with regular aftercare activities in accordance with organisational requirements and sound horticultural practices.
4. Complete post-transplanting operations
  - 4.1 Perform cleaning procedures in accordance with established hygiene practices.
  - 4.2 Remove and dispose of waste material in accordance with organisational biosecurity requirements.

- 4.3 Clean and return tools and equipment to required location in accordance with manufacturer's recommendations and organisational procedures.
- 4.4 Monitor transplanted plants for signs of stress and adjust aftercare activities accordingly to meet plant needs.
- 4.5 Maintain medicinal cannabis specimen labelling/tagging in accordance with relevant regulatory product tracking protocols.
- 4.6 Document and report crop transplanting and aftercare activities to relevant persons.

**RANGE STATEMENT**

*All range statements must be assessed:*

- 1. Transplanting parameters** may include but not limited to:
  - Environment (e.g., outdoor, indoor or protected environment)
  - Substrate (e.g., native soil, organic growing media, non-organic growing media)
  - Planting method (e.g., open field, raised beds, containers)
  - Layout (arrangement, plant spacing, location on site)
- 2. Relevant persons** may include but not limited to:
  - Supervisor
  - Master grower
- 3. Hazards** may include but not limited to:
  - Physical (e.g., slip/trip hazards, falling objects, noise, heights, dust, solar radiation)
  - Biological (e.g., stings, bites, allergens, infectious agents)
  - Chemical (e.g., aerosols, corrosive agents, fumes, spills, mists, etc.)
  - Ergonomic (e.g., manual handling, poor posture, improper lifting techniques)
- 4. Tools and equipment** may include but not limited to:
  - Digging tools (e.g., trowels, spades, hoes, planters, forks, weed extractors)
  - Irrigation (e.g., watering cans, hose and spigot, drip hoses, sprinklers)
  - Containers (e.g., plant pots, boxes, buckets, bags, bins)
  - Carts (e.g., wheelbarrows, pull carts, trolleys)
  - Tillers (e.g., mechanical, manual)
  - Monitoring equipment (e.g., insect traps, soil and plant test kits, sampling equipment)
  - Sprayers (e.g., spot, backpack, tow behind)
  - Measuring tools (e.g., tape measure, measuring stick)

**5. Personal protective equipment (PPE)**

may include but not limited to:

- Boots
- Gloves
- Overalls
- Hats
- Hairnets

**7. Substrate specifications** may include

but not limited to:

- Drainage rate/ moisture content
- pH/EC
- Nutrient levels

**9. Waste** may include but not limited to:

- Routine waste (e.g., containers, packaging)
- Non-routine waste (e.g., unused planting stock, soil or growing media)
- Hazardous waste (e.g., chemicals, sharps)

**6. Indicators of transplanting readiness**

may include but not limited to:

- Leaf volume
- Appropriate height
- Leaf volume
- Stem thickness/sturdiness
- Colour

**8. Aftercare activities** may include but not

limited to:

- Irrigation
- Application of nutrients
- Pest and disease controls
- Installation of plant supports (e.g., screens, ties)
- Installation of defensive structures (e.g., wind breaks, shades, nets)

**UNDERPINNING KNOWLEDGE AND SKILLS**

*Candidates should know and understand:*

1. What are the various tools, equipment and media used in transplanting medicinal cannabis plants and how they should be prepared and used.
2. How to identify and report work health and safety hazards.
3. What are the hygiene requirements that must be met during transplanting activities.
4. What are the various transplanting parameters impacting the transplanting of medicinal cannabis plants.
5. What are the benefits and disadvantages of variations in transplanting parameters.
6. How to check, fit and use personal protective equipment (PPE).
7. What are the signs of transplanting readiness in medicinal cannabis plants.
8. What are the signs of pests and disease in medicinal cannabis plants.
9. What are the optimal weather conditions for transplanting medicinal cannabis plants.
10. How to measure and mix media components.
11. What are the substrate specifications and transplanting parameters that should be met before transplanting medicinal cannabis plants at the specific site.
12. How to prepare the grow site for transplanting.
13. What are the basics of medicinal cannabis plant physiology and what is the impact on transplanting operations.
14. How to disinfect work areas.
15. How to transplant propagated medicinal cannabis plants.
16. What are the organisational hygiene and quality control policies and procedures.
17. How to maintain a transplanted medicinal cannabis specimen.
18. What are the various plant support devices and how and why they should be installed.
19. How to mitigate the transference of soil or root-borne diseases.
20. How to handle plants with care.
21. What is transplant shock and how it can be identified and avoided.
22. What are the adverse outdoor climatic conditions which may prevent or impede transplanting operations.
23. What are the relevant transplanting practices associated with different soil types and relationships to medicinal cannabis plant care.
24. What are the various techniques of securing and anchoring transplanted medicinal cannabis plants.

25. What are the relevant methods and legislation for disposing of the various types of waste.
26. How to treat common problems associated with transplanted medicinal cannabis plants.
27. How to clean, maintain and store tools and equipment.
28. How to maintain specimen labelling/tagging in accordance with relevant product tracking protocols.
29. How to document and report crop transplanting and aftercare activities.



## EVIDENCE GUIDE

*For assessment purposes:*

### (1) Critical Aspects of Evidence

Candidates must prove that they can carry out **all** the elements, meeting **all** of the performance criteria, range and underpinning knowledge **on more than one occasion**. This evidence must come from a real working environment.

### (2) Methods of Assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic.

Evidence may be collected in a variety of ways including:

- Observation
- Written/oral questioning
- Witness testimony
- Personal statement
- Written evidence (projects or assignments)
- Case study and scenario analysis

### (3) Context of Assessment

This unit may be assessed on the job, off the job or a combination of both. Where assessment occurs off the job, that is, the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by a candidate working alone or as part of a team. The assessment environment should not disadvantage the candidate.

The candidates must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, products and manufacturing specifications, codes, standards, manuals and reference materials.

Simulation **may be used**.

**Assessment methods**

The methods which can be used to determine competence in performance and underpinning knowledge.

**Assessors**

The Assessor guides and assesses the candidate. His/her role is to determine whether evidence presented by a candidate for assessment within the programme, meets the required standard of competence in the relevant unit or element. The Assessor needs to be competent to assess to national standards in the area under assessment.

**Approved Centre**

Organisation/Centre approved to offer full Caribbean Vocational Qualifications.

**Case Studies**

In situations where it is difficult for workplace assessment to take place, case studies can offer the candidate an opportunity to demonstrate potential competence.

A case study is a description of an actual or imaginary situation presented in some detail. The way the case study is presented will vary depending upon the qualification, but the most usual methods are written, taped or filmed.

The main advantage of a case study is the amount of evidence of underpinning knowledge they can generate and the specific nature of the evidence produced.

**Competence**

In the context of vocational qualifications, competence means: the ability to carry out prescribed activities to nationally pre-determined standards in an occupation. The definition embraces cognitive, practical and behavioural skills, underpinning knowledge and understanding and the ability to react appropriately in contingency situations.

**CVQ**

Caribbean Vocational Qualifications (CVQs) are work-based qualifications that assess an individual's competence in a work situation and certify that the individual can perform the work role to the standards expected in employment.

CVQs are based on national occupational standards of competence drawn up by standards-setting bodies known as Industry Lead Bodies. The standards describe the level and breadth of performance that is expected of persons working in the industry or sector which the CVQ covers.

**CVQ Coordinator**

The CVQ Coordinator is the centre contact within each approved Centre offering CVQs. He/she has overall responsibility for the operation and administration of the CVQ system

**Element**

An element is a description of an activity which a person should be able to do. It is a description of an action, behaviour or outcome which a person should be able to demonstrate.

**Explanation of CVQ Levels**

CVQs cover five (5) levels of competence, from entry level staff at Level 1 through to senior management at Level 5.

**Level 1 - Entry Level**

Recognises competence in a range of varied work activities performed in a variety of contexts. Most work activities are simple and routine. Collaboration with others through work groups or teams may often be a requirement. Substantial supervision is required especially during the early months evolving into more autonomy with time.

**Level 2 - Skilled Occupations**

Recognises competence in a broad range of diverse work activities performed in a variety of contexts. Some of these may be complex and non-routine and involve some responsibility and autonomy. Collaboration with others through work groups or teams and guidance of others may be required.

**Level 3 - Technician and Supervisory Occupations**

Recognises competence in a broad range of complex, technical or professional work activities performed in a wide variety of contexts, with a substantial degree of personal responsibility and autonomy. Responsibility for the work of others and the allocation of resources are often a requirement. The individual is capable of self-directed application, exhibits problem solving, planning, designing and supervisory capabilities.

**Level 4 - Technical Specialist and Middle Management Occupations**

Recognises competence involving the application of a range of fundamental principles and complex techniques across a wide and unpredictable variety of contexts. Requires very substantial personal autonomy and often significant responsibility for the work of others, the allocation of resources, as well as personal accountability for analysis, diagnosis, design, planning, execution and evaluation.

**Level 5 - Chartered, Professional and Senior Management Occupations**

Recognises the ability to exercise personal professional responsibility for the design, development or improvement of a product, process, system or service. Recognises technical and management competencies at the highest level and includes those who have occupied positions of the highest responsibility and made outstanding contribution to the promotion and practice of their occupation.

**External Verifier**

The External Verifier is trained and appointed by the TVET Council/National Training Agency and is competent to approve and ensure an approved Centre's quality of provision.

**Internal Verifier**

The Internal Verifier acts in a supporting role for Assessors to ensure consistent quality of assessment and competence. They need to be competent to assess to national standards in the area under assessment.

**Observation**

Observation of the candidate carrying out his/her job in the workplace is the assessment method recommended in the vast majority of units and elements. Observation of staff carrying out their duties is something that most supervisors and managers do every day.

**Performance Criteria**

Performance criteria indicate what is required for the successful achievement of an element. They are descriptions of what you would expect to see in competent performance.

**Product of Work**

This could be items produced during the normal course of work, which can be used for evidence purposes such as reports, menus, promotional literature, training plans, etc.

**Questioning**

Questioning is one of the most appropriate ways to collect evidence to assess a candidate's underpinning knowledge and understanding.

Questioning can also be used to assess a candidate in those areas of work listed in the range which cannot be assessed by observation. Guidance on when this assessment method can be used is given in the assessment guidance of each individual element.

As an assessment method, questioning ensures you have all of the evidence about a candidate's performance. It also allows you to clarify situations.

### Range statements

The range puts the element of competence into context. A range statement is a description of the range of situations to which an element and its performance criteria is intended to apply.

Range statements are prescriptive therefore each category must be assessed.

### Role-plays

Role-plays are simulations where the candidate is asked to act out a situation in the way he/she considers “real” people would behave. By using role-play situations to assess a candidate you are able to collect evidence and make a judgment about how the candidate is most likely to perform. This may be necessary if the range specified includes a situation in which the candidate is unlikely to find himself/herself in the normal course of their work, or where the candidate needs to develop competence, before being judged competently, for example, in a disciplinary situation,

### Simulations

Where possible, assessment should always be carried out by observing **natural performance** in the workplace. **Simulated performance**, however, can be used where specified to collect evidence about an aspect of the candidate’s work which occurs infrequently or is potentially hazardous; for example, dealing with fires.

By designing the simulated situation, briefing the candidate and observing his/her performance, you will be able to elicit evidence which will help you judge how a candidate is **most likely** to perform in real life.

### Supplementary evidence

Supplementary evidence can be used to confirm and support performance evidence. Types of supplementary evidence include witness testimonies, reports, journals or diaries, records of activities, personal statements, simulation (see note in glossary).

### Underpinning knowledge

Underpinning knowledge indicates what knowledge is essential for a person to possess in order to successfully achieve an element and prove total competence.

### Units

A unit of competence describes one or more activities which form a significant part of an individual’s work. Units are accredited separately but in combination can make up a vocational qualification. There are three categories of units:

**Mandatory units** - are core to a qualification and must be completed.

**Optional units** - candidates must choose the required number of individual units, specified in the qualification structure, to achieve the qualification.

**Work-based projects**

Work-based projects are a useful way for you to collect evidence to support any decision you make about a candidate's performance. They are particularly appropriate in determining the level of a candidate's underpinning knowledge and understanding where it may be insufficient to rely only on questioning observation.

A project often involves the identification of a solution to a specific problem identified by you and/or the candidate (such as looking at ways to redress a recent drop in sales), or may be a structured programme of work built around a central situation or idea (such as the introduction of a new job rostering process)