



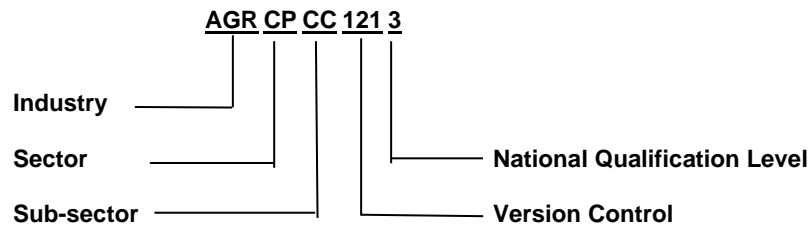
Competency Standards for Caribbean Vocational Qualifications (CVQ)

CCAGRCPC1213 CVQ Level 3 in Cannabis Cultivation (Medicinal)

Unit Number	Unit Title	Requirement
UA29603	Establish agricultural health and safety processes	Mandatory
UA29703	Participate in environmentally sustainable work practices	Mandatory
U00106	Create and maintain effective working relationships	Mandatory
U53802	Participate in workplace communication	Mandatory
UA29803	Manage medicinal cannabis cultivation facility operations	Mandatory
UA29903	Develop a medicinal cannabis production plan	Mandatory
UA25802	Follow seed to sale tracking procedures	Mandatory
UA30003	Supervise the maintenance of property, machinery and equipment	Mandatory
UA30103	Plan and implement a biosecurity plan	Mandatory
UA30203	Develop and implement a medicinal cannabis propagation programme	Mandatory
UA30303	Develop and implement a plant nutrition programme	Mandatory
UA30403	Develop and manage a quality management system	Mandatory
UA30503	Coordinate medicinal cannabis crop maintenance	Mandatory
UA30603	Coordinate medicinal cannabis crop harvesting activities	Mandatory
UA30703	Implement a monitoring, evaluation and reporting programme	Mandatory
UA30803	Develop and implement a pest management plan	Mandatory
UA30903	Monitor the implementation of quality and product safety programmes	Mandatory
UA27503	Supervise work routines and staff	Mandatory
UA31103	Analyse and interpret production data	Mandatory
UA31203	Provide information on medicinal cannabis and its cultivation	Mandatory
UA31303	Develop and implement a medicinal cannabis industry business plan	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 – Medicinal 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 the qualification for?

The qualification in Cannabis Cultivation (Medicinal) Level 3 is aimed at persons desirous of launching or managing a licensed medical medicinal cannabis growing operation.

Employees at this level must have an understanding of what skills and knowledge are required to effectively implement policies and systems and lead teams to manage the operations of a full-cycle outdoor or indoor medical medicinal cannabis production facility. They will be expected to develop and implement policies and systems for 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 operations supervisor
- Medicinal cannabis industry consultants
- Facility cultivation associates
- Small farmers

Where could it be used

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

N.B. Persons undertaking this qualification must comply with the regulatory ethical protocols and requirements of the relevant national medicinal 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

UA29603**Establish agricultural health and safety processes**

Unit Descriptor:

This unit deals with the knowledge, skills and attitudes required to plan, support and contribute to work health and safety processes in an agricultural environment. Candidates are expected to demonstrate duty of care for other workers while maintaining and contributing to the compliance of workplace health and safety processes in accordance with relevant health and safety regulations, legislation and standards.

ELEMENT**PERFORMANCE CRITERIA***Candidates must be able to:*

- | | | |
|--------------------------|-----|---|
| 1. Plan and conduct work | 1.1 | Locate and access relevant health and safety information pertaining to the work area and work activities. |
| | 1.2 | Plan work activities in accordance with relevant health and safety legislation, industry standards, codes of practice, compliance codes and organisational policies and procedures. |
| | 1.3 | Select suitable personal protective equipment (PPE), check to ensure it is in good working order before use and wear it according to manufacturer's instructions and organisational health and safety requirements. |
| | 1.4 | Identify hazards and report to relevant persons according to organisational procedures. |
| | 1.5 | Address identified hazards and select appropriate risk controls prior to starting work in accordance with organisational policies and procedures. |
| | 1.6 | Report incidents and injuries in accordance with organisational health and safety policies and procedures. |
| | 1.7 | Undertake health and safety housekeeping in work areas in accordance with organisational health and safety policies and procedures. |

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| | 1.8 | Monitor levels of stress and fatigue in work group members to ensure the ability to work safely and sustainably. |
| 2. | Support others to work | |
| | 2.1 | Provide information on safe work practices and procedures to members of the workgroup in accordance with organisational policies and procedures. |
| | 2.2 | Monitor the health and safety practices of less experienced members of the workgroup and provide guidance to support them in working safely in accordance with industry best practices. |
| | 2.3 | Provide support to members of the team to accurately record incidents and complete associated workplace documentation. |
| 3. | Contribute to work health and safety participative processes | |
| | 3.1 | Raise workplace health and safety issues and promptly report in accordance with organisational timeframes and procedures. |
| | 3.2 | Contribute to workplace meetings, inspections or other consultative activities in a constructive manner to improve safety. |
| 4. | Contribute to hazard identification, health and safety risk assessment and risk control activities | |
| | 4.1 | Inspect workplace for hazards using itemised checklists in accordance with organisational requirements. |
| | 4.2 | Contribute to risk assessments in accordance with organisational requirements. |
| | 4.3 | Report identified hazards and inadequate risk controls in accordance with organisational procedures. |
| | 4.4 | Provide input in the development and implementation of risk control measures, with reference to the hierarchy of risk control. |
| 5. | Participate in the control of emergency situations | |
| | 5.1 | Identify emergency signals and alarms and respond to them appropriately in accordance with organisational procedures. |

- 5.2 Take action to control and confine emergencies, accounting for the nature and scope of the emergency, within the scope of your work role in accordance with organisational policies and procedures.

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, posture, improper lifting techniques)
- Noncompliance with H&S regulations

2. Emergencies may include but not limited to:

- Injuries or death
- Chemical exposure
- Fire
- Security breaches
- Natural disasters i.e., hurricanes, flooding etc.)

UNDERPINNING KNOWLEDGE AND SKILLS

Candidates should know and understand:

1. What are the relevant workplace health and safety legislation, standards and codes of practice.
2. What are the procedures for identifying and reporting hazards, including signs of common animal diseases.
3. How to select and wear appropriate personal protective equipment (PPE).
4. How to check personal protective equipment before use.
5. What is meant by hierarchy of risk control.
6. What are appropriate risk controls and what are the procedures for their selection and implementation.
7. What are the common hazards that occur in an agricultural environment.
8. How to carry out workplace health and safety housekeeping tasks.
9. How to support work group members to work safely.
10. What are the basic methods used in the prevention and control of common zoonotic diseases.
11. How to contribute to workplace health and safety meetings or participative processes.
12. What are the various basic risk control measures.
13. What are the relevant safety signs and their meanings.
14. How to respond to emergency situations that may occur in an agricultural environment.
15. What are the roles and responsibilities of health and safety representatives and workplace health and safety committees.
16. What are the relevant kinds of workplace health and safety information within in the workplace.
17. What are the external sources of workplace health and safety information.
18. What are the standard emergency signals, alarms and required responses.
19. What are the types of emergencies that occur in an agricultural environment.
20. What are the legal rights and responsibilities of the relevant workplace parties.

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 on and off the job. 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, product and manufacturing specifications, codes, standards, manuals and reference materials.

Simulation **may be used**.

UA29703**Participate in environmentally sustainable work practices**

Unit Descriptor:

This unit deals with the knowledge, skills and attitudes required to follow workplace procedures and instructions and to participate in environmentally sustainable work practices.

ELEMENT**PERFORMANCE CRITERIA**

Candidates must be able to:

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|--|--|
| 1. Identify current resource use | <ul style="list-style-type: none"> 1.1 Identify workplace environmental and resource efficiency issues in accordance with organisational policies and procedures. 1.2 Identify the resources used in your work role according to organisational procedures. 1.3 Measure the current usage of resources and record data in accordance with organisational procedures. 1.4 Record and file documentation measuring current usage in accordance with organisational policy. 1.5 Identify and report workplace environmental hazards in accordance with organisational policies and procedures. |
| 2. Comply with environmental regulations | <ul style="list-style-type: none"> 2.1 Perform work tasks in a manner that ensures compliance with organisational environmental policies. 2.2 Report breaches or potential breaches of environmental regulations in accordance with organisational and legislative requirements. |
| 3. Seek opportunities to improve resource efficiency | <ul style="list-style-type: none"> 3.1 Improve environmental practices and resource efficiency and update organisational plans and policies to reflect improvements. 3.2 Identify possible areas for improvements to work practices in own work area. 3.3 Make suggestions for improvements to workplace practices in your work area in accordance with organisational policy. |

RANGE STATEMENT

All range statements must be assessed:

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

- In writing
- Electronically

UNDERPINNING KNOWLEDGE AND SKILLS

Candidates should know and understand:

1. What are the relevant environmental and resource hazards and risks.
2. What are the relevant environmental or sustainability legislation, regulations and codes of practice.
3. What are the relevant work health and safety issues and requirements.
4. How the organisation is structured and what are the relevant reporting channels and procedures.
5. What are the relevant environmental and resource efficiency systems and procedures.
6. How to achieve sustainability in the workplace.
7. What are the terms and conditions of employment including policies and procedures, such as daily tasks, employee and employer rights and equal opportunity.
8. How to identify workplace environmental and resource efficiency issues.
9. How to identify and measure resources used in own work role.
10. How to record measurements of current usage and file documentation using appropriate technology.
11. How to identify and report workplace environmental hazards.
12. How to follow workplace procedures to ensure compliance.
13. How to report breaches or potential breaches to relevant persons.
14. How to follow organisational plans to improve environmental practices and resource efficiency.
15. How to identify possible areas for improvements.
16. How to use standard industry terminology.
17. How to apply work health and safety in the context of your work.

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 on and off the job. 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**.

U00106**Create and maintain effective working relationships**

Unit Descriptor:

This unit describes the competence 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:

- | | |
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| 1. Gain the trust and support of colleagues and team members | <ul style="list-style-type: none"> 1.1 Communicate with colleagues and team members at appropriate times about proposed activities in a manner which encourages open and frank discussion. 1.2 Inform colleagues and teams sufficiently about organisational plans and activities. 1.3 Confirm that commitments made to colleagues and team members are realistic and honoured. 1.4 Treat colleagues and team members in a manner that shows respect for individuals and the need for confidentiality. 1.5 Support colleagues and team members sufficiently to achieve work objectives. 1.6 Discuss evaluations of output and behavior with colleagues and team members in accordance with organisational procedures. 1.7 Deal with unexpected situations and inform the appropriate persons where necessary. 1.8 Carry out work in an organised and efficient manner in accordance with organisational procedures. |
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2. Gain the trust and support of one's immediate manager
 - 2.1 Confirm that the immediate manager receives timely and accurate reports on activities, issues, progress, results and achievement.
 - 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 to resolve disagreements with the immediate manager.
 - 2.6 Deal with unexpected situations effectively and inform the appropriate persons where necessary.
 - 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:
 - 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 their 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 any 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 positively influence the immediate manager's decision-making.
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.

U53802**Participate in workplace communication**

Unit Descriptor:

This unit describes the knowledge, skills and attitudes required to gather, interpret and convey information in response to workplace requirements.

ELEMENT**PERFORMANCE CRITERIA**

Candidates must be able to:

- | | |
|--|---|
| 1. Gather and convey workplace information | 1.1 Access relevant and up-to-date information from appropriate sources.
1.2 Use effective communication strategies to gather and convey information.
1.3 Use appropriate medium to transfer information and ideas.
1.4 Identify and follow lines of communication with management and colleagues.
1.5 Identify procedures for the location and storage of information.
1.6 Record information according to organisational procedures. |
| 2. Participate in workplace meetings and discussions | 2.1 Make useful contributions in meetings and discussions.
2.2 Express opinions clearly in a courteous and respectful manner.
2.3 Confirm that discussions are appropriate to the purpose and proposed outcome of the meeting.
2.4 Interpret and implement meeting outcomes. |
| 3. Complete work related documents | 3.1 Select correct documentation and complete accurately and legibly according to organisational requirements.
3.2 Identify and correct errors on forms and documents. |

RANGE STATEMENT

All range statements must be assessed:

1. **Appropriate sources** may include but not limited to:
 - team members
 - suppliers
 - trade personnel
 - public sector (government)
 - industry
2. **Communication strategies** may include but not limited to:
 - questioning
 - listening
 - speaking
 - writing
 - non-verbal communication
3. **Medium** may include but not limited to:
 - memorandum
 - circular
 - notice
 - information discussion
 - follow-up or verbal instruction
 - face to face communication
4. **Storage** may include but not limited to:
 - manual filing system
 - electronic filing system
5. **Protocols** may include but not limited to:
 - organisational policies and procedures
 - legislation
6. **Workplace interactions** may include but not limited to:
 - face to face
 - telephone
 - ICT
 - written (electronic, memos, instructions, forms)
 - non-verbal (gestures, signals, signs, diagrams)

UNDERPINNING KNOWLEDGE AND SKILLS

Candidates should know and understand:

1. What are the organisational policies and procedures that relate to the communication of information.
2. How to locate, interpret and provide information in response to organisational requirements or customer requests.
3. What are appropriate sources of information.
4. What is effective communication.
5. What are the different modes of communication and how to use them.
6. What are the different communication strategies and how to use them.
7. How to communicate effectively with management, colleagues and clients to provide information and feedback.
8. How to participate in workplace meetings and discussions.
9. How to identify the purpose and proposed outcomes of a meeting and make positive contributions to achieve them.
10. How to express opinions in a clear and courteous manner.
11. How to use basic ICT resources (fax, telephone, computer).
12. What is the range of work-related documentation and how this should be completed.

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**.

UA29803**Manage medicinal cannabis cultivation facility operations**

Unit Descriptor:

This unit deals with the knowledge, skills and attitudes required to supervise and manage the on-site operations of a medicinal cannabis production facility. Candidates are expected to manage on-site safety, communicate regularly with others, diagnose and solve problems, control work programmes to ensure objectives are met and compliance with industry regulations is maintained, coordinate the work of the team and maintain operating records.

ELEMENT**PERFORMANCE CRITERIA***Candidates must be able to:*

- | | |
|--------------------------|--|
| 1. Manage on-site safety | <ul style="list-style-type: none"> 1.1 Access, interpret and apply compliance documentation relevant to the work activities to be conducted. 1.2 Communicate clearly and concisely, safety rules, regulations and specific site instructions to team. 1.3 Conduct facility, work site and equipment safety audits as required in accordance with organisational requirements. 1.4 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. 1.5 Identify and implement a range of preventative measures for potential health and safety hazards on site. 1.6 Communicate to the team, procedures for the use of personal protective equipment and installed safety equipment in a manner that is clear and concise. 1.7 Provide clear instructions about emergency drills and their application to all team members in accordance with organisational health and safety requirements. |
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- 1.8 Provide site or equipment safety induction training, where required, to new personnel and visitors to the production facility in accordance with standard operating procedures.
 2. Communicate regularly with stakeholders
 - 2.1 Brief team regularly with updates on the scope of the work activities to be performed according to organisational procedures.
 - 2.2 Interact with team members and other relevant persons in a manner that fosters effective working relationships.
 - 2.3 Adhere to confidentiality clauses in accordance with contractual agreements.
 - 2.4 Communicate regularly, progress, problems encountered or anticipated and results to relevant persons as required.
 - 2.5 Source feedback from the team and relevant persons on the issues of importance according to organisational requirements.
 3. Coordinate work of the team
 - 3.1 Inform team members of their roles and responsibilities in the work plan according to organisational procedures.
 - 3.2 Set operational targets in consultation with the team and relevant persons and perform checks at regular intervals to monitor progress.
 - 3.3 Acquire the required resources to support changes in work requirements according to team requests and feedback from relevant persons.
 - 3.4 Allocate workloads and required resources in accordance with established work plans.
 4. Control work programme to ensure objectives are met
 - 4.1 Confirm that the availability of equipment and materials are consistent with work schedules and appropriate to the requirements of work activities.
 - 4.2 Delegate specific tasks to team members in a manner that makes the most effective use of the team.

- 4.3 Prepare alternative plans, where necessary, according to feedback from relevant persons.
 - 4.4 Implement alternative plans as required to meet work programme objectives.
 - 4.5 Monitor work progress and outcomes regularly and take corrective action, where necessary, according to organisational procedures.
 - 4.6 Provide constructive feedback to team members about their performance in accordance with organisational procedures.
- 5. Analyse and solve problems
 - 5.1 Perform scheduled walkthroughs and inspections of the facility to identify potential and existing problems.
 - 5.2 Conduct investigations to confirm the existence of problems and to determine their immediate or potential effects.
 - 5.3 Identify problems and their root causes using established methods and procedures.
 - 5.4 Analyse available information on problems and select preferred solutions from a range of identified options.
 - 5.5 Formulate an action plan for the implementation of selected solutions in accordance with established strategies.
 - 5.6 Devise contingency plans to ensure risks and threats to solutions are minimised.
 - 5.7 Organise alternative duties for team members where problems cause delays in production.
 - 5.8 Implement solutions to problems in accordance with the established action plan.
- 6. Maintain operating records
 - 6.1 Outline the range of required records and reports and establish the required frequency at which they should be generated.
 - 6.2 Maintain daily records in a manner that facilitates the completion of required documentation.

- 6.3 Complete logs, records and shift reports with numbers, quantities, dates and concise descriptions.
- 6.4 Identify and note variations in contract requirements on log and discuss with originator and management, where applicable.
- 6.5 Complete required written reports and submit to relevant persons in accordance with organisational procedures.
- 6.6 Record accurate measurements, where required, in accordance with organisational procedures.

RANGE STATEMENT

All range statements must be assessed:

1. **Compliance documentation** may include but not limited to:
 - Standard operating procedures
 - Manufacturer's guidelines and specifications
 - Legislative requirements (e.g., tracking protocols, etc.)
2. **Work activities** may include but not limited to:
 - Nursery operations
 - Crop maintenance
 - Harvest
 - Post-harvest
 - Facility cleaning and maintenance
 - Waste management
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, posture, improper lifting techniques)
 - Noncompliance with H&S regulations
4. **Relevant persons** may include but not limited to:
 - Property/enterprise owners
 - Clients
 - Master grower
 - Agricultural officers/inspectors
 - Cultivation operation supervisors
5. **Issues of importance** may include but not limited to:
 - Status of the facility's operating conditions
 - Work plans
 - Timelines
 - Problems encountered
 - Potential improvements
6. **Production problems** may include but not limited to:
 - Non-compliance with safety regulations (e.g., potential safety hazard, bad working conditions)
 - Non-compliance with quality regulations
 - Efficiency issues (e.g., energy or process)
 - Environmental factors

7. **Action plans** may include but not limited to:

- Objectives
- Resource requirements
- Coordination and feedback requirements
- Safety requirements and risk assessment priority requirements
- Operating procedures

8. **Records** may include but not limited to:

- Daily operations reports
- Records of other purchases (e.g., accounts/credit cards)
- Time sheets
- Plant and vehicle logs
- Maintenance records

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

- Operations
- Evaluation of sites
- Evaluation of equipment
- Injury and accident
- Non-compliance (e.g., quality, safety, etc.)

UNDERPINNING KNOWLEDGE AND SKILLS

Candidates should know and understand:

1. What are the various kinds of compliance documentation to be referenced for on-site safety.
2. What are the most appropriate methods of communication, site safety rules and regulations to personnel relevant to the worksite.
3. How to conduct worksite safety audits and risk assessments.
4. How to select and implement preventative measures for safety hazards.
5. How to communicate effectively with site staff and experts such as the master grower.
6. What type of communication systems, processes and procedures are most suitable for the work environment (e.g. two-way radios).
7. How to deliver effective site/equipment safety induction training.
8. How often briefings should be conducted with on-site personnel relevant to required work activities.
9. Why it is important to hold weekly meetings with supervisors, growers/assistant growers, etc.
10. How to develop and foster effective working relationships in the workplace.
11. What are the relevant kinds of confidentiality clauses that apply to the workplace.
12. Why it is important to source feedback from relevant persons on workplace operations.
13. Why it is important to set operational targets in consultation with the team and relevant persons.
14. How to delegate tasks to team members and allocate workloads and resources.
15. What are the appropriate methods for confirming adequate equipment and materials are available.
16. How to delegate tasks effectively to team members.
17. What are the kinds of situations that necessitate the preparation and implementation of alternate plans.
18. How to apply legislative, organisation and site requirements and procedures for supervision of on-site operations.
19. What are the qualities of effective supervisors.
20. What are the best strategies for effectively monitoring work progress and work outcomes.
21. Why it is important to provide team members with constructive feedback on performance.
22. What are the best methods for conducting facility and workplace inspections.
23. How to effectively identify and investigate problems encountered in the workplace.
24. What are the various fault finding and troubleshooting techniques that can be used in the workplace.

25. How to perform root-cause analysis on workplace problems encountered.
26. How to effectively solve problems and formulate action plans for solutions.
27. How to effectively resolve conflict in the workplace.
28. How to implement action plans to solve problems.
29. What are the organisational requirements for record keeping.
30. What are the organisational requirements for documentation (e.g., requisition forms, daily log reports).
31. How to employ effective record keeping and logging skills.

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**.

UA29903

Develop a medicinal cannabis production plan

Unit Descriptor:

This unit deals with the knowledge, skills and attitudes required to prepare a comprehensive production plan for the cultivation of medicinal cannabis. Candidates are expected to be able to carry out preliminary planning activities, determine medicinal cannabis production requirements, schedule production activities, confirm the availability of raw materials and monitor and document a medicinal cannabis production plan.

ELEMENT **PERFORMANCE CRITERIA**

Candidates must be able to:

- | | |
|---|---|
| <p>1. Carry out preliminary planning activities</p> | <ul style="list-style-type: none"> 1.1 Identify and evaluate trends and issues affecting the medicinal cannabis industry that may potentially impact planning decisions. 1.2 Determine and outline client specifications for the production of medicinal cannabis in accordance with organisational procedures. 1.3 Assess the intended medicinal cannabis grow-site and outline growing environment factors, resources, services and site modifications. 1.4 Research and identify the characteristics and growing requirements of medicinal cannabis strains, legal attributes of the site and local by-laws and restrictions that may affect the production plan. 1.5 Identify sustainable land use issues that may affect planned medicinal cannabis production in accordance with legislative and regulatory requirements. 1.6 Set production targets that are consistent with established marketing strategy and business plan. 1.7 Determine and outline production requirements in terms of quantity and quality of medicinal cannabis. 1.8 Prepare a preliminary production plan that reflects client and regulatory requirements and takes into account grow site factors and any identified sustainable land use requirements. |
|---|---|

2. Determine the production requirements for medicinal cannabis
 - 2.1 Identify and select the medicinal cannabis strain that is appropriate to the grow site and meet established production requirements.
 - 2.2 Confirm the cost and availability of the quantity of the required medicinal cannabis variety with suppliers.
 - 2.3 Check and confirm that adequate raw materials and labour resources are available to achieve production goals.
 - 2.4 Select establishment procedures consistent with the agreed preliminary plan.
 - 2.5 Document cultural management practices suited to the growing environment to achieve optimal growth.
 - 2.6 Determine harvesting dates to meet market specifications and deadlines.
 - 2.7 Forecast and outline the production costs of growing medicinal cannabis in the preliminary plan.
 - 2.8 Identify the hazards associated with production activities, assess risks and identify and document controls in the preliminary plan.
 - 2.9 Identify the tracking protocols that must be implemented in accordance with regulatory and organisational procedures.
 - 2.10 Devise a policy for dealing with medicinal cannabis produce which fails to meet customer, quality assurance or marketing strategy requirements.
3. Schedule medicinal cannabis production activities
 - 3.1 Outline the staged implementation and development of production activities in accordance with organisational and regulatory procedures.
 - 3.2 Determine and document timelines for production activities in accordance with organisational procedures.

-
- 3.3 Plan and schedule marketing in accordance with the production schedule and marketing strategy.
 - 3.4 Establish priorities for production activities in accordance with the production plan to meet the goals.
 - 4. Evaluate the nutrition programme
 - 4.1 Determine and outline production activities to be monitored, the format for recording factors, frequency of monitoring and the thresholds for remedial action.
 - 4.2 Outline the remedial actions or contingency plans to be implemented by staff.
 - 4.3 Review the effectiveness of the monitoring system on a regular basis in accordance with organisational procedures.
 - 4.4 Check and confirm compliance with tracking protocols in accordance with regulatory and organisational procedures.
 - 5. Match medicinal cannabis production to required output
 - 5.1 Determine the medicinal cannabis yields required to meet grower projections in accordance with established estimation methods.
 - 5.2 Identify and select the appropriate medicinal cannabis strain to achieve the required output in accordance with industry guidelines.
 - 5.3 Compare the production programme to grower projections to determine feasibility in accordance with industry best practices.
 - 5.4 Implement relevant remedial actions or contingency plans where production falls outside grower projections.
 - 6. Prepare and document the medicinal cannabis production plan and specifications
 - 6.1 Prepare detailed plans and specifications based on industry conventions and production requirements.
 - 6.2 Produce or source a scaled site plan of the grow site which can be readily interpreted and understood by on-site personnel.

- 6.3 Develop and document detailed on-site procedures and schedules required for medicinal cannabis production.

RANGE STATEMENT

All range statements must be assessed:

1. Trends and issues may include but not limited to:

- Industry strategies
- Grower license requirements
- Export market
- E-commerce
- Biosecurity
- Safety and security
- Overseas regulations and agreements
- Labelling/tagging regulations
- Industry regulations

3. Growing environment factors may include but not limited to:

- Indoor
- Outdoor
- Greenhouse

2. Client specifications may include but not limited to:

- Purpose or intended use of medicinal cannabis
- Preferred varieties and cultivars
- Plant characteristics
- Growth habits and cultural requirements
- Quality and grades
- Quarantine specifications and protocols
- Postharvest care, storage and delivery
- Quantities and availability
- Compliance issues
- Contractual arrangements
- Pricing structures and payment terms
- Budget limitations
- Payment terms
- Timelines for delivery of product

4. Medicinal cannabis strains may include but not limited to:

- Sativa
- Indica
- Hybrid

5. Sustainable land use issues may include but not limited to:

- Waste minimisation
- Energy conservation
- Water resource management
- Plant cultural practices
- Weed, pest and disease control
- Conservation of heritage values such as native vegetation
- Compliance factors

7. Cultural management practices may include but not limited to:

- Soil preparation
- Irrigation
- Fertilising
- Weeding
- Disease control
- Integrated pest management
- Canopy management/plant supports
- Pruning
- Light manipulation
- Air temperature and humidity control

6. Establishment procedures may include but not limited to:

- Soil testing for physical and chemical characteristics
- Modification of soil profiles
- Application of soil treatments; preparation of soil for planting
- Propagation of planting material, growing-on, planting methods
- Post-planting care
- Installation of propagation facilities
- Installation of irrigation and/or drainage systems
- Protection of young plants
- Erection of trellising

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., aerosols, corrosive agents, fumes, spills, mists, etc.)
- Ergonomic (e.g., manual handling, posture, improper lifting techniques)
- Noncompliance, with H&S regulations

UNDERPINNING KNOWLEDGE AND SKILLS

Candidates should know and understand:

1. How to research, evaluate and record relevant information.
2. What are the relevant trends and issues of the local and regional medicinal cannabis industry impacting production planning.
3. What are the various regulations and legislation relevant to medicinal cannabis production.
4. What are the potential client preferences and specifications that may impact medicinal cannabis production planning.
5. How to assess the potential and intended medicinal cannabis grow sites in term of medicinal cannabis production requirements.
6. How planning for medicinal cannabis production may be impacted by the following parameters:
 - variety or strain of medicinal cannabis
 - local land use laws and restrictions
 - client preferences and specifications
 - license requirements
 - biosecurity requirements
 - medicinal cannabis industry regulations
 - safety and security requirement compliance
7. How to set realistic production targets based on available resources and organisational aims.
8. What are the relevant principles and practices for developing a medicinal cannabis production plan, including:
 - establishment and management of medicinal cannabis production in relation to client specifications and the standards required by the marketplace
 - environmental growing conditions and sustainable land use strategies
 - establishment procedures, medicinal cannabis variety selection and cultural practices for medicinal cannabis production
 - processes and techniques for preparing, costing and documenting plans for medicinal cannabis production and scheduling medicinal cannabis production
 - the role of business and marketing plans and client consultation processes in planning medicinal cannabis production
9. How to develop a horticultural production plan that reflects client preferences and requirements.
10. What are appropriate medicinal cannabis varieties for the intended grow site.
11. What are the correct processes for sourcing and procuring medicinal cannabis strains from suppliers.
12. How to select appropriate crop establishment procedures based on site factors and established plans.

13. How to design and incorporate infrastructure into planning.
14. How to select appropriate cultural management practices based on site factors and established plans.
15. How to effectively forecast and document production costs, taking into consideration:
 - staff
 - resources
 - tools
 - equipment and machinery
 - logistical requirements required for production
16. How to conduct a hazard and risk assessment and identify suitable risk controls.
17. Why it is important to have a policy for dealing with produce that does not meet client specifications.
18. How to plan and schedule medicinal cannabis production activities.
19. Why it is important to include marketing in the planning phase of medicinal cannabis production.
20. How to plan and schedule marketing.
21. How to effectively communicate and negotiate with clients.
22. How to develop a monitoring programme to cover the horticultural operation from sowing to sale.
23. How to determine required target yields based on all relevant considerations.
24. What are the various remedial actions and contingency plans that can be implemented when production falls above or below set projections.
25. How to prepare reports for staff, managers, clients and contractors.
26. How to prepare detailed plans and specifications based on industry conventions and production requirements.
27. How to produce a site plan which can be readily understood by on-site personnel.

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.

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 medicinal cannabis industry. Candidates are expected to maintain transparency while managing inventories of medicinal 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. Identify inventory tracking systems | <ul style="list-style-type: none"> 1.1 Identify and confirm inventory tracking system to be implemented with relevant persons. 1.2 Obtain, read and confirm understanding of the organisational requirements for completing inventory records and documentation. 1.3 Identify and follow procedures for identifying and reporting discrepancies or variances. 1.4 Confirm the required tasks and your role and responsibilities for inventory management. |
| 2. Maintain tags and labels | <ul style="list-style-type: none"> 2.1 Follow labelling/tagging requirements for medicinal cannabis products according to industry requirements. 2.2 Label and tag medicinal cannabis plants and product containers with relevant information in accordance with legislative and organisational requirements. 2.3 Maintain accurate labelling/tagging of medicinal cannabis products throughout each stage of the production process in accordance with relevant tracking protocols and organisational and regulatory requirements. |
| 3. Complete tracking documentation | <ul style="list-style-type: none"> 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
3. **Medicinal cannabis products** may include but not limited to:
 - Whole medicinal cannabis plants
 - Propagation material (e.g., seeds, cuttings, clones)
 - Flower and flower material
 - Extracts (e.g., concentrates, oils, waxes, etc.)
 - Waste material (e.g., medicinal 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:
 - Medicinal cannabis strain
 - Batch
 - Techniques used (e.g., inputs and processes)
 - Yield (medicinal cannabis waste, wet and dry weights)
 - Tracking identifiers (e.g., ID numbers, batch numbers, codes, dates)
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 e.g., plant losses and waste after tagging e.g., due to disease or death, theft, returned/recalled/withdrawn goods, disaster relief).

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**.

UA30003**Supervise the maintenance of property, machinery and equipment**

Unit Descriptor:

This unit deals with the knowledge, skills and attitudes required to identify, implement and supervise the maintenance requirements of property, machinery and equipment for an agricultural operation. Candidates are expected to schedule and cost the maintenance requirements of equipment and infrastructure, order materials, allocate resources, schedule maintenance and coordinate maintenance with regards to timelines.

ELEMENT**PERFORMANCE CRITERIA**

Candidates must be able to:

- | | |
|-------------------------------|---|
| 1. Prepare a maintenance plan | <ul style="list-style-type: none"> 1.1 Inspect property, equipment and systems and document issues in accordance with organisational policies and procedures. 1.2 Access and interpret relevant Standards Operating Procedures (SOPs) and legislative requirements for maintenance activities. 1.3 Check issues against warranty, insurance agreements and indemnity provisions. 1.4 Identify the maintenance requirements for property, equipment and systems from relevant information sources. 1.5 Identify and quantify total maintenance costs using sound calculation and estimation methods. 1.6 Develop a maintenance plan to promote and sustain performance and production systems in line with organisational requirements and manufacturer guidelines. 1.7 Conduct a risk assessment and devise an appropriate back-up or contingency plan for essential functions and operations. 1.8 Establish an effective organisational communication strategy that refers to the maintenance plan and includes organisational, environmental, health and safety procedures. |
|-------------------------------|---|

2. Implement a maintenance plan
 - 2.1 Identify, secure and include resource, supply and operational requirements in organisational budgets.
 - 2.2 Communicate maintenance schedules and procedures to relevant persons in accordance with organisational requirements.
 - 2.3 Implement the maintenance plan and schedule maintenance activities in a manner that minimises disruption to greenhouse operations.
 - 2.4 Assign required maintenance tasks to relevant persons in accordance with individual skill and capability and provide training where required.
 - 2.5 Supervise the operation of greenhouse machinery and equipment to ensure conformance to SOPs, manufacturer specifications and organisational, environmental and health and safety procedures.

3. Monitor a maintenance plan
 - 3.1 Monitor maintenance activities, timelines, resource usage and staff performance against the maintenance plan for efficiency and effectiveness.
 - 3.2 Monitor and control workplace hazards and environmental implications associated with maintenance procedures in accordance with health and safety procedures.
 - 3.3 Monitor and control costs in accordance with organisational budget requirements.
 - 3.4 Record relevant information pertaining to the maintenance plan implementation in accordance with organisational procedures.
 - 3.5 Inspect property, equipment and systems and confirm they are maintained to an appropriate condition that meets organisational requirements and manufacturer's recommendations.

RANGE STATEMENT

All range statements must be assessed:

1. **Property** may include but not limited to:
 - Frames
 - Coverings/glazing (e.g., glass, plastic, netting, etc.)
 - Flooring
 - Storage areas
 - Cleaning areas
 - Waste disposal areas
2. **Equipment and systems** may include but not limited to:
 - Environmental controls (e.g., lighting, air conditioning, fans, etc.)
 - Irrigation and drainage systems
 - Benches and displays (e.g., display benches, growing benches, potting benches)
 - Measuring tools (e.g., timers, thermometers, thermostats)
 - Hand and power tools
3. **Issues** may include but not limited to:
 - Wear and tear, corrosion, reduced performance, etc.
 - Malfunctions
 - Design faults
 - Equipment modifications
 - Damage due to incorrect use and accidents
 - Acts of nature
4. **Relevant persons** may include but not limited to:
 - Staff members
 - Vendors/suppliers
 - Technicians (e.g., electrical technicians, HVAC technicians, plumbers, etc.)
 - Contractors
5. **Maintenance activities** may include but not limited to:
 - Cleaning
 - Sanitising
 - Adjusting (e.g., calibrations)
 - Repairing
 - Replacing (e.g., consumables like oils, plugs, bulbs, spare parts)
 - Servicing (e.g., sharpening, lubricating)
 - Inspection
 - Testing
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, posture, improper lifting techniques)
 - Non-compliance with H&S regulations or medicinal cannabis

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

- Maintenance performance
- Challenges
- Incidents
- Costs
- Solutions
- Schedules
- Completed work

UNDERPINNING KNOWLEDGE AND SKILLS

Candidates should know and understand:

1. How to identify potential workplace hazards and implement control measures.
2. What types of equipment and machinery require external expertise for maintenance/repair.
3. What types of equipment and machinery fall within your own level of expertise and responsibility for maintenance/repair.
4. How to source information on the latest developments and trends in property and equipment maintenance.
5. What is the difference between “preventative maintenance” and “corrective maintenance”.
6. What are the various types of maintenance requirements with regards to greenhouse facilities, equipment and systems.
7. How to plan, cost and schedule maintenance requirements.
8. How to allocate resources for maintenance activities.
9. What are the relevant warranty, insurance agreements and indemnity provisions applicable to greenhouse facilities, equipment and systems maintenance.
10. How to monitor and control costs within organisational budget requirements.
11. What are the organisational procedures applicable to health and safety in the workplace and greenhouse facilities, equipment and systems maintenance.
12. How to deal with contingencies and reschedule maintenance where required.
13. How to establish and monitor performance targets for the maintenance team.
14. How to monitor and report on the performance of maintenance activities.
15. How to ensure greenhouse facilities, equipment and systems are maintained in clean and safe operational condition.
16. How to communicate effectively with work team, contractors and management.
17. How to network with local, regional and international experts in the specific industry.
18. How to monitor health and safety in the workplace and adherence to environmental procedures.
19. How to comply with relevant legislative and regulatory requirements.

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 on and off the job. 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**.

UA30103**Plan and implement a biosecurity plan**

Unit Descriptor:

This unit deals with the knowledge, skills and attitudes required to plan and implement a biosecurity plan for an agricultural production operation which includes a set of measures designed to protect a property and its facilities from the entry and spread of pests and diseases.

ELEMENT**PERFORMANCE CRITERIA**

Candidates must be able to:

- | | | | |
|----|---|-----|--|
| 1. | Identify relevant information for developing a biosecurity plan | 1.1 | Access, interpret and refer to biosecurity guidelines in industry standards and protocols relevant to the organisation's agricultural production operation. |
| | | 1.2 | Identify known disease, pest and weed threats relevant to the work site. |
| | | 1.3 | Identify current access points on the property through which staff, visitors, machinery, equipment, vehicles, farm inputs and farm outputs pass. |
| 2. | Develop control measures | 2.1 | Identify applicable practices to mitigate the risk of introducing and spreading disease, pests and weeds to key areas of the work site by researching potential options. |
| | | 2.2 | Devise and outline control measures as required to support biosecurity for key areas of the work site. |
| | | 2.3 | Request and process supplier declarations in accordance with industry regulations. |
| | | 2.4 | Provide and retain supporting documentation where required in accordance with organisational requirements. |
| | | 2.5 | Coordinate the placing of appropriate signage in the work environment to support established control measures. |

- 2.6 Identify and document gaps in worksite personnel knowledge and skills required to implement control measures for future training.
- 2.7 Establish recording requirements in accordance with industry best practices.
- 3. Implement, monitor and review a biosecurity plan
 - 3.1 Conduct a property risk assessment and identify risk factors for pest and disease spread.
 - 3.2 Identify appropriate control measures for the work environment and the key areas of risk.
 - 3.3 Develop a biosecurity plan that outlines the control measures for the property and facilities of the work site.
 - 3.4 Review the biosecurity plan and confirm that it is achievable and cost effective with short- and long-term goals.
 - 3.5 Induct and train staff in control measures relevant to their role and responsibility.
 - 3.6 Monitor staff performance in adhering to control measures during routine work activities.
 - 3.7 Monitor the effectiveness of implemented control measures and progress against the programme timelines and identify applicable improvements where required.
 - 3.8 Monitor industry standards and protocols relevant to biosecurity and make relevant updates to the organisational biosecurity plan.
 - 3.9 Revise and amend risk assessment and control measures where required.
 - 3.10 Review staff training and induction records to confirm staff can implement biosecurity control measures appropriate to their position.

RANGE STATEMENT

All range statements must be assessed:

1. Key areas may include but not limited to:

- Farm inputs/outputs
- Movement of personnel
- Vehicles and equipment
- Production practices
- Pest controls

2. Control measures may include but not limited to:

- Traceability (e.g., ID tags, automatic electronic monitoring, registers, record keeping)
- Decontamination and hygiene (e.g., hand washing facilities, foot baths or alternative clothing and footwear)
- Cleaning and disinfecting (e.g., cleaning of tools and equipment, site/property cleaning)
- Isolation (e.g., quarantines, boundaries, zoning, dedicated equipment, restricted access)
- Monitoring and surveillance
- Waste management
- Water management
- Training of staff

3. Supporting documentation may include but not limited to:

- Biosecurity declaration forms
- Manifests
- Log sheets
- Inventory sheets
- Records

UNDERPINNING KNOWLEDGE AND SKILLS

Candidates should know and understand:

1. How to use standards and protocols to determine biosecurity threats to production and control measures.
2. What are the national industry standards and guidelines relevant to horticultural biosecurity.
3. How to identify sources of current biosecurity best practices.
4. What are the diseases, pests and weeds that pose a threat and what are the potential causes of spread.
5. Why access points are relative to biosecurity.
6. How to effectively identify current access points to property.
7. What are the principles of biosecurity risk management.
8. What are the key areas of the production operation that pose biosecurity risks and what are sound practices that can be implemented to mitigate those risks.
9. How to establish control measures and procedures for the following key areas:
 - farm inputs
 - farm outputs
 - movement of personnel
 - vehicles and equipment
 - production practices
 - pest controls
10. Why biosecurity declarations are important and where they should be sought.
11. How to seek vendor declarations for the disease and weed free status of organic fertilisers and compliance with relevant industry purchasing codes of practice or equivalent quality controls.
12. How to effectively interpret and process supplier declarations.
13. How to prepare supporting documentation where required.
14. What kinds of supporting documentation are required for:
 - moving plants on and off the property
 - appropriate chemical usage and storage in accordance with industry best practices
15. How to use signage to support work site biosecurity.
16. How to determine the biosecurity training needs for personnel working on site.
17. What are the organisational record keeping requirements for:
 - staff training
 - traceability (both trace back and trace forward)
 - plant health assurance
 - vendor declarations and animal health and product statements
 - monitoring and surveillance data
18. How to conduct a property risk assessment and identify risk factors for pest and disease spread.

19. How to develop a plan for implementing biosecurity with appropriate control measures.
20. How to employ planning processes for costing, allocating resources and establishing timelines.
21. How to develop and document a biosecurity training programme for staff.
22. How to induct and train staff in biosecurity control measures for:
 - controlling farm inputs
 - biosecurity for farm outputs
 - movement of people
 - vehicles and equipment
 - production practices
 - control of feral animals, plant pests and weeds
 - training staff
 - keeping records
23. How to effectively monitor staff performance.
24. How to monitor the effectiveness of control measures and identify improvements.
25. How to revise and amend control measures as needed.
26. How to review staff training and induction records.
27. What are the processes for improving staff performance.

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**.

UA03203**Develop and implement a medicinal cannabis propagation programme**

Unit Descriptor:

This unit deals with the knowledge, skills and attitudes required to plan and monitor the implementation of a propagation programme. Candidates are expected to determine propagation techniques and the required resources; select propagation materials and media and determine optimal environmental conditions; determine plant hygiene requirements; review propagation plan and document outcomes.

ELEMENT**PERFORMANCE CRITERIA**

Candidates must be able to:

- | | |
|--|--|
| 1. Carry out preliminary planning activities for the propagation programme | <ul style="list-style-type: none"> 1.1 Confirm production requirements in accordance with the organisational production plan and budget. 1.2 Evaluate space requirements for the programme and confirm feasibility in accordance with organisational requirements. 1.3 Select an appropriate propagation method in accordance with target medicinal cannabis strain requirements. 1.4 Determine and state the environmental parameters that impact on propagation in accordance with specific target medicinal cannabis strain requirements. 1.5 Negotiate a budget for the propagation programme in accordance with organisational requirements. 1.6 Identify and assess health and safety hazards in the workplace and implement appropriate control measures in accordance with industry and organisational health and safety requirements. |
| 2. Develop the medicinal cannabis propagation plan | <ul style="list-style-type: none"> 2.1 Identify labour, materials, tools and equipment needs in accordance with the propagation plan. 2.2 Determine and detail propagation media requirements in accordance with the specific medicinal cannabis strain and propagation method requirements. |

- 2.3 Determine and select appropriate strategies to modify environmental parameters in accordance with specific target crop species and propagation method requirements.
 - 2.4 Determine and detail the selection criteria for the propagation material in accordance with plan specifications.
 - 2.5 Determine and enforce the hygiene requirements for propagation activities in accordance with health and safety policies and procedures.
 - 2.6 Establish a propagation plan with a schedule of propagation activities and production targets in accordance with organisational requirements.
 3. Prepare for plant propagation
 - 3.1 Communicate work activity instructions with staff in accordance with organisational policies and procedures.
 - 3.2 Select and confirm the availability of required tools and equipment in accordance with the propagation method requirements.
 - 3.3 Coordinate the cleaning and disinfection of the work area in accordance with organisational health and safety requirements.
 - 3.4 Select and confirm the availability of suitable personal protective equipment (PPE) for staff to use in accordance with industry best practices.
 - 3.5 Supervise the collection of propagation material using appropriate collection methods.
 - 3.6 Maintain and store propagation material to ensure maximum viability.
 4. Evaluate propagation activities
 - 4.1 Monitor the application of pre-treatments and confirm they are appropriate in accordance with specific target crop species and propagation method requirements.
 - 4.2 Supervise propagation activities and confirm that they are appropriate in accordance with specific target crop species and propagation method requirements.

- 4.3 Monitor the handling of propagation material to ensure that damage is minimised and viability is maximised.
 - 4.4 Monitor the application of water and nutrients to ensure suitability in accordance with specific target crop species and propagation method requirements.
 - 4.5 Check and confirm that labels/tags have been applied with appropriate information in accordance with organisational requirements.
 - 4.6 Monitor plant health and take remedial action, if required, in accordance with organisational requirements.
- 5. Coordinate wrap-up activities
 - 5.1 Monitor the collection and disposal or recycling of waste to confirm environmental damage is minimised.
 - 5.2 Maintain records of activities in an appropriate format in accordance with organisational requirements.
 - 5.3 Monitor the cleaning and storage of tools and equipment to ensure compliance with organisational requirements and manufacturer's recommendations.
- 6. Monitor and maintain the nursery environment
 - 6.1 Identify and record variances from the plan and scheduled activities in accordance with organisational requirements.
 - 6.2 Evaluate environmental parameters against the needs of the plants.
 - 6.3 Assess propagated plants for health, quality and viability.
 - 6.4 Alter environmental parameters as required, to meet the needs of nursery plants.

RANGE STATEMENT

All range statements must be assessed:

1. **Propagation methods** may include but not limited to:
 - Sexual (e.g., germination of seeds)
 - Asexual (e.g., growing on tissue cultured shoots, grafting, planting cuttings etc.)
2. **Medicinal cannabis strains** may include but not limited to:
 - Sativa
 - Indica
 - Hybrids
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. **Propagation media requirements** may include but not limited to:
 - pH/EC
 - Drainage rate
 - Nutrient levels
5. **Strategies** may include but not limited to:
 - Manual processes
 - Automated processes
 - Natural resources
 - Artificial resources
6. **Environmental parameters** may include but not limited to:
 - Water requirements
 - Light requirements
 - Nutritional requirements
 - Temperature
 - Humidity
7. **Propagation material** may include but not limited to:
 - Cuttings/clones
 - Seeds
8. **Pre-treatments** may include but not limited to:
 - Hormones
 - Fungicides
 - Re-hydration
 - Heat or chemical disinfection
 - Breaking seed coat
 - Cleaning
 - Sterilisation

9. Information may include but not limited to:

- Date of propagation
- Species
- Variety
- Batch number and cultivar
- Treatments applied

10. Remedial action may include but not limited to:

- Preventative fungicides
- Fertilisers
- Removing and disposing of damaged plant material
- Irrigation

11. Waste may include but not limited to:

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

UNDERPINNING KNOWLEDGE AND SKILLS

Candidates should know and understand:

1. How to negotiate, budget and document propagation plans.
2. How to prepare plans and schedules for propagation activities.
3. How to research information about production requirements, growth conditions and marketing implications.
4. How to develop a propagation plan that takes into account labour, materials and propagation media requirements and environmental conditions.
5. What are the hygiene requirements for propagation activities.
6. What are the various identification, propagation and establishment techniques for a range of plants.
7. What are the propagation methods required for a range of plant species.
8. How to monitor propagation activities.
9. What are the aftercare requirements for a range of propagated plant varieties and cultivars.
10. What are the application techniques for chemical and non-chemical interventions or treatments.
11. What are the various problems encountered when performing propagation activities and preventative actions that should be taken.
12. What are the general principles of botany and plant physiology applicable to propagation.
13. What are the maintenance requirements of tools and equipment used for propagation.
14. How to perform record keeping relevant to the work function.
15. What are the organisational quality specifications for parent plants and propagation materials.
16. What are the appropriate testing methods applied to propagation media.
17. What are the organisational and legislative requirements for the handling and disposal of plant nursery wastes.

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 on and off the job. 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**.

UA30303**Develop and implement a plant nutrition programme**

Unit Descriptor:

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

ELEMENT**PERFORMANCE CRITERIA**

Candidates must be able to:

- | | |
|--|--|
| 1. Define the requirements for plant nutrition | <ul style="list-style-type: none"> 1.1 Identify seasonal variations and requirements from published data on target crop species, historical records and own experience. 1.2 Identify characteristics, condition and nutritional status of soils or growing media and target crop species by analysing collected data and comparing to accepted standards. 1.3 Identify the different nutritional requirements of the plant during the growing cycle and growing conditions using published data on species, historical records and own experience. 1.4 Conduct soil analysis and interpret results to serve as a basis for plant nutrition programme development. 1.5 Develop a programme to achieve appropriate soil conditions, pH/EC and nutrient availability for plant growth according to the type or species of plant and the stage of its life cycle. 1.6 Select soil amendments, management practices and fertilisers to achieve the required soil properties in accordance with target crop species requirements. 1.7 Identify and cost resources, tools, equipment and machinery required for the programme and confirm availability with suppliers, contractors and appropriate personnel in accordance with organisational procedures. |
|--|--|

- | | | |
|----|------|--|
| | 1.8 | Determine a cost-effective approach to soil management, soil amendment and provision of plant nutrients in accordance with organisational requirements. |
| | 1.9 | Identify work health and safety hazards associated with the programme, assess risks and develop and document control measures in accordance with organisational health and safety policies and procedures. |
| | 1.10 | Identify and document the environmental implications of the programme in accordance with organisational requirements. |
| 2. | | Document the soil health and plant nutrition programme and specifications |
| | 2.1 | Establish a detailed soil health and plant nutrition plan with objectives, timeframes, specifications and associated costs based on programme requirements. |
| | 2.2 | Develop and document the required details of on-site procedures and schedules for the programme in accordance with organisational requirements. |
| 3. | | Implement a plant nutrition programme |
| | 3.1 | Monitor soil pH in the implementation site in relation to plant nutrition in accordance with industry best practices. |
| | 3.2 | Inspect plants to identify common nutrient deficiencies and toxicity problems in accordance with organisational procedures. |
| | 3.3 | Select a fertiliser that is compatible with the plant species and type of growing media in accordance with industry best practices. |
| | 3.4 | Select an appropriate fertiliser application method, taking into account the fertiliser type, soils and the environmental implications. |
| | 3.5 | Apply fertilisers appropriate to the plant growing cycle in accordance with the plant nutrition schedule and environmental and organisational requirements. |
| | 3.6 | Calculate product application rates to optimise plant benefit and minimise environmental impact. |

- 3.7 Apply specific products at the correct rate, timing and method in accordance with programme requirements.
- 3.8 Record product applications in accordance with organisational requirements and industry regulations.
- 4. Evaluate the nutrition programme
 - 4.1 Monitor, document and report target plant response to the nutrition programme in addition to non-target effects.
 - 4.2 Monitor programme implementation and results by testing soil, plants and produce in accordance with organisational requirements.
 - 4.3 Review and refine the programme to ensure it is responsive to changing conditions.
 - 4.4 Identify non-compliance with documented objectives and specifications and implement remedial action to alleviate or overcome identified shortcomings in the programme.
 - 4.5 Incorporate agreed changes into a detailed plan in accordance with organisational requirements.

RANGE STATEMENT

All range statements must be assessed:

1. **Soils** may include but not limited to:
 - Loams (e.g., sandy loam, loam, silt loam, clay loam, etc.)
 - Sands
 - Silts
 - Clays
2. **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)
3. **Plant growing cycle** may include but not limited to:
 - Sprout
 - Seedling
 - Vegetative
 - Budding/flowering
 - Ripening
4. **Fertilisers** may include but not limited to:
 - Organic (e.g., manures, worm castings, mulch, compost)
 - Synthetic (e.g., formulas containing nitrogen, phosphorus and potassium)
5. **Soil properties** may include but not limited to:
 - Drainage rate
 - pH/EC
 - Nutrient levels
 - Aeration
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)
7. **Fertiliser application methods** may include but not limited to:
 - Growing media applications (e.g., spraying, drip irrigation and fertigation)
 - Foliar sprays
8. **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 assess the physical, nutritional and health requirements of plants.
2. How to develop a feeding programme for the entire life cycle of the target crop.
3. How to sample and analyse the characteristics of soil and other growth media types, amendments and additives to enhance available nutrition for specific plants.
4. What are the various types of fertiliser inputs (e.g., macro-nutrition, secondary elements, etc.).
5. What are the relevant principles of botany, plant physiology and plant chemical biology which impact plant nutrition programmes.
6. What are the relationships between soil characteristics (e.g., pH/EC) 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 various methods of nutrient uptake by different plants and at the various stages of their life cycle.
9. How to develop a programme to achieve appropriate soil conditions and nutrient availability for plant growth, incorporating a soil health and plant nutrition plan.
10. What are the effects of nutrient deficiency and toxicity on individual plant species and varieties.
11. How to develop a soil, plant and water testing programme and how to use the relevant testing kits.
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 a fertiliser including analysis, solubility, salt index, application rates and costs.
16. How to develop a programme to achieve appropriate soil conditions and nutrient availability for plant growth, incorporating a soil health and plant nutrition plan.
17. How to effectively select suitable management practices, soil amendments, additives and fertilisers.
18. What are the visual and other symptoms of nutrient deficiency and toxicity on individual plant species and varieties.
19. What are the remedies for the various types of nutrient deficiencies or toxicity in the target plant.
20. How to conduct a site hazard identification and risk control assessment.
21. 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.

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.

UA30403**Develop and manage a quality management system**

Unit Descriptor:

This unit deals with the knowledge, skills and attitudes required to design and manage an organisational quality management system. Candidates are expected to use benchmarks, identify areas for improvement across the organisation, set targets and embed quality into the organisational culture.

ELEMENT**PERFORMANCE CRITERIA**

Candidates must be able to:

- | | |
|---|--|
| 1. Identify areas for improvement within the organisation | <ul style="list-style-type: none"> 1.1 Source and review relevant industry benchmarks for best practices in quality. 1.2 Evaluate production performance against accepted benchmarks using appropriate comparative analysis techniques. 1.3 Identify and implement relevant codes of practice to meet regulatory requirements. 1.4 Audit organisational business and operational systems against established best practice criteria. 1.5 Analyse and evaluate organisational marketing plans and quality assurance schemes for effectiveness in achieving compliance with industry regulations. 1.6 Audit organisational human resource management practices against established best practice criteria. 1.7 Identify and confirm environmental or natural resources parameters and assess them against established best practices. |
| 2. Establish systems to support quality | <ul style="list-style-type: none"> 2.1 Consult with relevant parties to establish measurable targets and performance indicators for quality. 2.2 Implement processes for systematic strategic planning within the organisation. 2.3 Identify, select and implement suitable strategies for embedding quality culture across the organisation. |

- 2.4 Define and document quality standards for products, physical and/or natural resources and inputs in the organisation's operations.
 - 2.5 Develop and implement processes for generating learning opportunities in accordance with established quality control guidelines.
 - 2.6 Implement suitable communication strategies to inform and engage staff and other stakeholders.
3. Undertake the continuous monitoring of systems and processes
- 3.1 Establish mechanisms for gaining feedback information on quality systems and processes in accordance with established quality control guidelines.
 - 3.2 Monitor and review performance against targets and performance indicators in an appropriate evaluation cycle.
 - 3.3 Develop procedures for documentation and reporting in a manner that enables objective measurements and improvements.
 - 3.4 Analyse feedback and evaluation data and implement improvements in accordance with established quality control guidelines.

RANGE STATEMENT

All range statements must be assessed:

1. Relevant parties may include but not limited to:

- Expert bodies (e.g., universities, consultancies, etc.)
- Management
- Consultants
- Authorities
- Regulatory bodies

2. Performance indicators may include but not limited to:

- Sales growth
- Cost/yield ratio
- Cost analysis
- Product quality

UNDERPINNING KNOWLEDGE AND SKILLS

Candidates should know and understand:

1. How to use structured processes to evaluate current performance against best practice benchmarks to identify areas for improvement.
2. How to articulate quality management objectives with reference to relevant legislation, standards and codes of practice.
3. How to engage relevant stakeholders in establishing and maintaining evaluating systems and processes to achieve agreed quality targets.
4. What are the typical barriers to establishing quality systems in an organisation and what are the best strategies to address them.
5. What are the relevant leadership and communication techniques that should be used to promote a quality culture.
6. What are the relevant change management techniques that can support the implementation of quality systems.
7. How to undertake continuous monitoring of systems and processes.
8. What are the relevant leadership and engagement strategies that can support a quality culture in an organisation.
9. What are the relevant benchmarking strategies for analysing production performance.
10. What are the relevant standard operating procedures required to achieve and maintain quality in the production process.
11. How quality managements systems are implemented and integrated into organisations.

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**.

UA30503

Coordinate medicinal cannabis crop maintenance

Unit Descriptor:

This unit deals with the knowledge, skills and attitudes required to coordinate the maintenance of medicinal cannabis crops in a production operation. Candidates are expected to plan and implement crop maintenance activities while also organising labour, material and equipment resources in the work area.

ELEMENT **PERFORMANCE CRITERIA**

Candidates must be able to:

- | | |
|---|--|
| <p>1. Determine the condition of medicinal cannabis crops</p> | <p>1.1 Identify the nutrient requirements and required environmental factors for crop viability based on grow site parameters, the crop’s phase of growth and organisational production plans.</p> <p>1.2 Inspect plants in crops regularly to evaluate their condition, monitor growth and confirm signs of crop threats.</p> <p>1.3 Assess growing media to determine moisture and nutrient content, where applicable, using sound soil analysis and measurement techniques and calculations.</p> <p>1.4 Calculate plant water requirements based on growing media analysis data, standing crop, and forecasted weather where applicable.</p> <p>1.5 Assess the availability of nutrients for crops and identify deficiencies against established nutrient requirements.</p> <p>1.6 Assess recorded measurements of environmental parameters and identify unmet thresholds against established requirements.</p> |
| <p>2. Respond to crop threats</p> | <p>2.1 Assess the evidence of medicinal cannabis crop threats and select appropriate integrated control measures, where applicable, in accordance with established biosecurity measures.</p> <p>2.2 Locate and identify areas of weed infestation for reduction or eradication.</p> |

- 2.3 Schedule suitable control methods appropriately in response to the severity of the threat.
 - 2.4 Maintain records on severity of medicinal cannabis crop threats and treatments used in accordance with organisational requirements.
 3. Prepare for maintenance activities
 - 3.1 Develop a schedule of crop maintenance tasks to meet the needs of the crop based on the crop strain, phase of growth and required environmental factors.
 - 3.2 Identify personnel, equipment and material resource requirements according to the scope of the crop maintenance tasks to be performed.
 - 3.3 Identify and document the order of crop maintenance tasks and time allocation and present information to personnel.
 - 3.4 Identify the environmental implications of the proposed work site activities and assess the likely outcomes.
 - 3.5 Identify work health and safety hazards in crop maintenance and implement suitable measures to maintain the safety of self and personnel.
 - 3.6 Select, supply and maintain personal protective equipment for site personnel according to the type of work site activities to be undertaken.
 4. Organise resources
 - 4.1 Procure materials, equipment and machinery as required by the crop maintenance schedule.
 - 4.2 Inspect equipment to ensure optimal performance.
 - 4.3 Obtain external agency permits in the correct order as necessary.
 - 4.4 Organise delivery of materials, tools and equipment to worksite as outlined in the order of activities.

- 4.5 Organise personnel to be on site when they are required in accordance with organisational procedures.
- 4.6 Coordinate resources to suit the scope of scheduled crop maintenance and order of activities.
- 5. Coordinate and report on activities
 - 5.1 Direct personnel undertaking crop maintenance tasks for each period of work to ensure the correct use of equipment and compliance with established operating procedures and industry requirements.
 - 5.2 Monitor and assess crops to maintain water and nutritional requirements to support optimal production output.
 - 5.3 Implement sustainable land management practices appropriately according to legislative and regulatory guidelines.
 - 5.4 Monitor weed and pest levels and modify the pest control programme as required.
 - 5.5 Assess, document and analyse the benefits from growing media and plant inputs and treatments according to organisational procedures.
 - 5.6 Assess and evaluate crop performance and update maintenance requirements as required.
 - 5.7 Respond to reported contingency situations and implement corrective actions as required.
 - 5.8 Monitor and document personnel, activities, timelines and resource usage in accordance with organisational procedures and requirements.
 - 5.9 Report on completed crop maintenance tasks and include relevant data for continual analysis in accordance with organisational requirements.

RANGE STATEMENT

All range statements must be assessed:

1. **Environmental factors** may include but not limited to:
 - Humidity
 - Light
 - Temperature
 - Growing media pH/EC
 - Air quality (e.g., CO² levels)
 - Air flow
 - Nutrient availability
 - Natural and artificial water supplies
2. **Grow site 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 (e.g., arrangement, plant spacing, location on site)
3. **Phase of growth** may include but not limited to:
 - Nursery
 - Vegetative
 - Flowering
 - Harvest
 - Post-harvest
4. **Medicinal cannabis crop threats** may include but not limited to:
 - Male or hermaphrodite medicinal cannabis plants
 - Pests
 - Disease
 - Disorders (e.g., nutrient deficiencies)
 - Triggering of new growth cycle during flowering (e.g. impacts of seasonal changes)
5. **Growing media** may include but not limited to:
 - Native soil
 - Organic
 - Non-organic
6. **Crop maintenance tasks** may include but not limited to:
 - Weeding
 - Aerating the soil
 - Irrigation
 - Pest and disease controls
 - Removal of standing water
 - Pruning (e.g., removal of fan leaves or low growing tips)
 - Manipulating environmental controls
 - Applying plant nutrition/nutrient flushing
 - Plant training (e.g., crown shoot trimming, tie and bend, installation of supports)

7. 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, fertigation and environmental control systems, environmental sensors)
- Measuring instruments (e.g., thermometers, hygrometers, soil test kits)

9. Personal protective equipment may include but not limited to:

- Boots
- Gloves
- Respirators
- Particle masks
- Hairnet

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., fertilizers, pesticides, aerosols, corrosive agents, fumes, spills, mists, etc.)
- Ergonomic (e.g., manual handling, poor posture, improper lifting techniques)

10. Relevant data may include but not limited to:

- Inputs (e.g., amounts of consumables used)
- Outputs (e.g., wastes generated)
- Dates and times
- Status of crop health (e.g., descriptions of plant features, signs of disease or stress)
- Measurements (e.g., substrate pH/EC, humidity, temperatures, CO² availability, etc.)

UNDERPINNING KNOWLEDGE AND SKILLS

Candidates should know and understand:

1. How to determine the nutrient and environmental requirements of a medicinal cannabis crop to achieve specific production outcomes.
2. What are the relevant regulations and legislative requirements impacting the use of pesticides and other chemicals in medicinal cannabis production.
3. How to apply the correct use of technology to improve efficiency.
4. What are the key features and characteristics of the various crop growth stages of medicinal cannabis.
5. What changes must be made to a nutrient regimen and environmental controls based on the following phases of growth of medicinal cannabis:
 - nursery
 - vegetative
 - flowering
 - harvest and post-harvest
6. What are the specific crop growth requirements compared to soil nutrient status.
7. What are the various fertiliser and soil ameliorant types and application times, methods and rates that can be used for medicinal cannabis.
8. What are the signs of the following crop threats and how they should be dealt with:
 - male or hermaphrodite medicinal cannabis plants
 - pests
 - disease
 - disorders (such as deficiencies)
 - triggering of new growth cycle during flowering (e.g. impacts of seasonal changes)
9. What are the various types of nutrient deficiencies that can impact medicinal cannabis crops and what are their signs.
10. What are the life-cycles of pest, diseases and weeds that can impact a medicinal cannabis crop.
11. What are relevant integrated pest management strategies and how they can be implemented in the crop.
12. How to estimate and measure pest control treatments.
13. How to plan and implement integrated control strategies to address nutrient deficiencies, disease outbreaks, pest and weed infestations.
14. How to calculate the moisture content of soil or other growing media and interpret data accurately.
15. How to calculate plant water requirements based on growing conditions.

16. How to measure the availability of nutrients in growing media.
17. How to recognise poor growth and lack of vigour in crop caused by nutrient deficiency or toxicity.
18. What are the key environmental factors impacting the growth of medicinal cannabis and how they are measured.
19. Read and interpret Safety Data Sheets (SDS), production plans and analysis results.
20. What are the organisational requirements for recording crop threats.
21. How to schedule crop maintenance tasks to meet organisational quality and production requirements.
22. How to prepare and plan worksite activities.
23. How to calculate material and resource requirements.
24. How to schedule activities and allocate tasks and responsibilities effectively.
25. How to coordinate a team to achieve optimum performance.
26. How to communicate effectively with personnel at all levels.
27. How to identify the environmental impact of crop maintenance activities.
28. What are the relevant legislation and codes of practice with regard to environmental protection.
29. How to perform a work health and safety risk assessment.
30. What are the relevant work health and safety legislative requirements.
31. How to organise and effectively deploy equipment, materials and personnel on site to carry out tasks to suit the scope of scheduled crop maintenance and order of activities.
32. How to direct, supervise and support personnel undertaking medicinal cannabis crop maintenance.
33. How to effectively monitor the condition and performance of crops during ongoing maintenance.
34. How to record monitoring results to meet organisational and industry requirements.
35. What are the various contingency situations that may occur during crop maintenance and what are the corrective actions that should be implemented.
36. How to prepare reports of crop maintenance to meet organisational and industry requirements.

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**.

UA30603**Coordinate medicinal cannabis crop harvesting activities**

Unit Descriptor:

This unit deals with the knowledge, skills and attitudes required to coordinate the harvesting of medicinal cannabis. Candidates are expected to devise harvesting schedules and strategies to maximise the desired potency and cannabinoid profile of harvested medicinal cannabis flowers. This involves demonstrating skills in supervising a small team to undertake harvesting operations.

ELEMENT**PERFORMANCE CRITERIA**

Candidates must be able to:

1. Prepare for crop harvesting
 - 1.1 Identify the crop to be harvested and confirm an appropriate harvesting strategy for the medicinal cannabis strain to assure crop quality from appropriate information sources.
 - 1.2 Inspect target plants and confirm signs of harvesting readiness according to the medicinal cannabis strain and organisational production plan.
 - 1.3 Select and schedule appropriate pre-harvesting processes and harvesting processes for the crop at appropriate timings to minimise yield losses, maximise cannabinoid profile and potency and ensure that produce meets organisational quality and production requirements.
 - 1.4 Check and confirm that suitable weather conditions for scheduled harvesting activities are forecast, where applicable, in accordance with organisational procedures.
 - 1.5 Arrange and confirm the required labour and equipment to carry out harvesting operations within budgetary constraints.
 - 1.6 Select and check tools and equipment to be supplied to harvest personnel for operational soundness and safety and make adjustments and calibrations where required.

- 1.7 Confirm that sufficient tools, equipment and adequate space are made available to personnel in accordance with harvesting requirements.
 - 1.8 Maintain the medicinal cannabis specimen labelling/tagging and update tracking data in accordance with relevant product tracking protocols and organisational requirements.
 2. Supervise crop harvesting activities
 - 2.1 Inform personnel of the harvest plan/strategy in accordance with organisational procedures.
 - 2.2 Assign daily tasks for pre-harvesting processes and harvesting processes to personnel in accordance with harvesting strategy.
 - 2.3 Direct personnel undertaking pre-harvesting processes and harvesting processes for each period of work to ensure quality requirements are met.
 - 2.4 Implement contingencies for interruptions in the harvesting process in accordance with the harvesting strategy.
 3. Monitor crop quality throughout the crop harvesting process
 - 3.1 Monitor harvesting processes and coordinate changes to work activities, as required, to maintain harvest quality.
 - 3.2 Supervise the handling and transportation of harvested branches and colas from the growing area to the processing area, offering guidance where required to minimise damage and yield losses.
 - 3.3 Inspect harvested medicinal cannabis flower material and take required measurements at appropriate intervals.
 - 3.4 Monitor harvested medicinal cannabis flower sorting and grading activities to ensure conformance with quality specifications.
 - 3.5 Monitor storage and transportation conditions to ensure that the appropriate temperature and humidity are maintained.

- 3.6 Respond appropriately to observable signs or personnel reports of crop threats and other problems using appropriate biosecurity, ventilation and sanitation protocols.
 - 3.7 Measure, calculate and record harvest yields in accordance with organisational and legislative requirements.
 - 4. Supervise the completion of crop harvesting activities
 - 4.1 Monitor the disposal of waste material to ensure conformance with biosecurity and regulatory requirements.
 - 4.2 Monitor the cleaning of tools and equipment and the work area to ensure conformance with security protocols and organisational biosecurity standards.
 - 4.3 Evaluate harvesting operations and outcomes against harvesting strategy and organisational production requirements.
 - 4.4 Document and record measurements for continual analysis and effective planning management.

RANGE STATEMENT

All range statements must be assessed:

- 1. Information sources** may include but not limited to:
 - Vendor guidelines
 - Master grower instructions
 - Personal experience
- 2. Signs of harvesting readiness** may include but not limited to:
 - Colour of trichomes
 - Colour and shape of pistils
 - Size and shape of colas
 - Yellowing of whole fan leaves
- 3. Pre-harvesting processes:**
 - Nutrient flushing
 - Extended darkness cycles
 - Pruning of larger fan leaves
- 4. Harvesting processes** may include but not limited to:
 - Trimming of excess leaves
 - Removal of non-bearing branches
 - Gathering of branches bearing colas
 - Retention of smaller leaves for drying/curing
 - Managing light exposure
 - Drying
 - Flower removal
 - Curing
- 5. Tools and equipment** may include but not limited to:
 - Cutting instruments (e.g., secateurs, knives, scissors)
 - Personal protective equipment (e.g., gloves, masks, hairnets)
 - Plastic containers and trays
 - Carts (e.g., wheelbarrow, trolley)
 - Fans
 - Humidity controls (e.g., humidifiers, dehumidifiers)
 - Measuring tools (e.g., scales, hygrometers)
 - Drying apparatus (e.g., drying racks, wires/lines, hangers)
 - Curing vessels (e.g., glass or ceramic jars, bottles, airtight containers)
 - Tracking equipment (e.g., scanners, etc.)
- 6. Measurements** may include but not limited to:
 - Weights
 - Humidity
 - Temperature

7. **Crop threats** may include but not limited to:

- Presence of pests
- Growth of mould or fungi
- Over drying

UNDERPINNING KNOWLEDGE AND SKILLS

Candidates should know and understand:

1. What are the various strategies that can be employed for harvesting medicinal cannabis.
2. What is the anatomy of the medicinal cannabis flower cola and what are the physiological changes it undergoes as it approaches readiness for harvesting.
3. What is the ideal harvesting window of time for the target medicinal cannabis crop and what are the dangers of harvesting too early or too late.
4. How to inspect a medicinal cannabis crop, recognise maturity parameters of the strain and determine its readiness for harvesting.
5. How does the timing of medicinal cannabis pre-harvesting and harvesting processes impact the composition and potency of the flower yield.
6. How to prepare for crop harvesting activities.
7. What are the various causes of yield loss in harvesting medicinal cannabis and how they should be minimised or avoided.
8. How to schedule harvesting of outdoor medicinal cannabis in optimal weather conditions.
9. What are the organisational quality procedures and characteristics of a medicinal cannabis crop relative to varying market requirements.
10. How to coordinate a work group.
11. How to make arrangements for staff for harvest operations.
12. What tools and equipment are used for harvesting medicinal cannabis.
13. How to communicate work plans and strategies to team.
14. How to delegate harvesting tasks effectively.
15. How to direct personnel undertaking medicinal cannabis harvesting processes.
16. What is the importance of the following pre-harvesting procedures:
 - nutrient flushing
 - extended darkness cycles
 - pruning of larger fan leaves
17. What are the appropriate ways to harvest medicinal cannabis to meet organisational quality requirements.
18. What are the various situations/problems (e.g., adverse weather) that can interrupt the harvesting process and what are the suitable contingencies that should be implemented to rectify them.
19. What are the ideal conditions of harvested medicinal cannabis flower material at each stage of the harvesting process and how frequently the condition of harvested flower should be monitored.
20. How to determine the space requirements for harvesting activities.

21. How to maintain the quality of medicinal cannabis produce including drying/curing requirements and quick transport from grow areas to processing areas.
22. What are the grading characteristics of each medicinal cannabis crop.
23. How to sort and grade harvested medicinal cannabis flower material.
24. What are the signs of the various threats to harvested medicinal cannabis and what are the appropriate biosecurity and harvesting strategy responses.
25. What are the various kinds of measurements that must be taken and recorded for medicinal cannabis harvesting yields.
26. How to manage waste generated by medicinal cannabis harvesting procedures.
27. How to evaluate harvesting operations and outcomes.
28. What kinds or measurements of harvesting outcomes can impact planning for future crops.
29. What are the appropriate biosecurity protocols impacting harvesting activities.
30. What are the relevant ventilation and sanitation protocols for harvesting activities.
31. How to calibrate or adjust the relevant tools and equipment used in harvesting activities.
32. How to update tracking data and labelling and how to use tracking software.

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**.

UA30703**Implement a monitoring, evaluation and reporting programme**

Unit Descriptor:

This unit deals with the knowledge, skills and attitudes required to implement a monitoring, evaluation and reporting programme for an organisation to collect and manage data, measure progress against targets and complete reporting responsibilities. It addresses activities at the sub-national to the farm or project level.

ELEMENT**PERFORMANCE CRITERIA**

Candidates must be able to:

- | | |
|--|--|
| 1. Prepare to implement a monitoring and evaluation strategy | <ul style="list-style-type: none"> 1.1 Identify and select appropriate monitoring and evaluation methods in accordance with defined strategies. 1.2 Consult with stakeholders and the community regarding the process of monitoring and evaluation. 1.3 Brief colleagues, staff and contractors who will be involved in implementing the programme on the monitoring and evaluation methods to be used and the rationale behind their selection. 1.4 Collect relevant baseline data in accordance with established methods. 1.5 Check and confirm that standard procedures and recording templates are available for use in the design of evaluation instruments. 1.6 Communicate programme timelines to appropriate stakeholders and monitor them in accordance with organisational procedures. |
| 2. Collect and analyse data | <ul style="list-style-type: none"> 2.1 Obtain data and information in accordance with relevant standards and formats. 2.2 Adjust the design, where required, in consultation with key stakeholders if further data or information is required to answer key evaluation questions. |

- 2.3 Store data appropriately in accordance with organisational procedures and in a manner that allows data to be accessible when required.
 - 2.4 Coordinate colleagues and contractors involved in the monitoring and evaluation process in accordance with organisational procedures.
 - 2.5 Evaluate the effectiveness, efficiency and appropriateness of investment and project priorities as required by the evaluation design.
- 3. Prepare reports and information products
 - 3.1 Report against milestones and outputs in accordance with organisational procedures.
 - 3.2 Inform and engage stakeholders using appropriately produced information products.
 - 3.3 Communicate findings and activities to stakeholder groups in accordance with programme schedule.
 - 3.4 Negotiate changes to projects and programmes with stakeholders based on evaluation outcomes.
 - 3.5 Recommend improvements to the delivery and alignment of projects and policy decisions with organisational goals based on evaluation outcomes.
 - 3.6 Finalise reports in accordance with organisational reporting style, audience needs and information purpose.
- 4. Review the monitoring and evaluation process
 - 4.1 Consult and communicate with stakeholders in a manner that fosters a culture of self-evaluation and learning through encouraging ongoing participation.
 - 4.2 Revise and adapt an ongoing evaluation strategy and processes and provide feedback on the implementation and the evaluation design.

RANGE STATEMENT

All range statements must be assessed:

1. Monitoring and evaluation methods may include but not limited to:

- Key performance indicators (KPIs)
Logical framework (LogFrame) approach
- Formal surveys
- Appraisal methods
- Participatory methods (e.g., focus groups)
- Cost-benefit and cost-effectiveness analysis
- Impact evaluation

2. Information products may include but not limited to:

- Reports (e.g., progress, monthly, quarterly, etc.)
- Delivering presentations (e.g., multimedia, speech, etc.)

UNDERPINNING KNOWLEDGE AND SKILLS

Candidates should know and understand:

1. How to implement monitoring and evaluation strategies.
2. What are the various quantitative and qualitative methods for monitoring and evaluation.
3. How to apply monitoring and evaluation methods to ensure the integrity and validity of data.
4. What are the relevant data management processes and systems.
5. How to collect and manage data related to the monitoring programme according to enterprise procedures.
6. What are the relevant policy and programme management processes.
7. How to analyse complex information related to the monitoring programme according to enterprise requirements.
8. What are adaptive management and review cycles.
9. How to prepare reports and information products to enterprise standards and to meet audience needs.
10. How to develop standard operating procedures for enterprise operations.
11. How to review the monitoring and evaluation process to contribute to continuous improvement.

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. 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**.

UA30803**Develop and implement a pest management plan**

Unit Descriptor:

This unit deals with the knowledge, skills and attitudes required to develop and implement integrated pest management plans for weeds and vertebrate or invertebrate pests in an agricultural environment. This involves building an overarching holistic strategy with specific protocols, allocating required personnel and resources, coordinating implementation and completing required reports.

ELEMENT**PERFORMANCE CRITERIA**

Candidates must be able to:

- | | |
|-----------------------------------|--|
| 1. Prepare a pest management plan | <ul style="list-style-type: none"> 1.1 Identify potential pest threats to the grow site facility and outline the scope of pest management requirements according to organisational production plan. 1.2 Define and document pest management objectives to be achieved in consultation with relevant persons. 1.3 Define the roles and responsibilities of personnel in the delivery of pest management objectives. 1.4 Select appropriate pest management activities required to achieve established objectives in consultation with relevant persons. 1.5 Select, prioritise and schedule pest management activities according to critical control points and workplace activities. 1.6 Select appropriate monitoring procedures and control methods relevant to the grow site and established pest management objectives. 1.7 Outline the human and physical resources required for the achievement of pest management objectives. 1.8 Identify and assess the biosecurity and environmental hazards posed by pest management activities and select appropriate mitigation strategies. |
|-----------------------------------|--|

- | | |
|---|---|
| | 1.9 Document the overall strategy for pest management as a formalised plan and present to relevant persons for approval. |
| 2. Identify and allocate resources for the pest management plan | 2.1 Consult relevant persons to provide advice and secure support on pest management activities. |
| | 2.2 Identify budgetary allocations and determine the impact on resources and pest management activities. |
| | 2.3 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. |
| | 2.4 Select and allocate pest management activities to personnel in accordance with established pest management plan. |
| | 2.5 Procure and situate the required machinery, equipment, tools and materials identified in the pest management plan in accordance with organisational policies and procedures. |
| 3. Brief personnel on pest management activities | 3.1 Communicate the requirements and expectations of the pest management plan to personnel in accordance with organisational procedures. |
| | 3.2 Advise personnel of the organisational and legislative health and safety requirements to be observed when carrying out pest management activities. |
| 4. Implement the pest management plan | 4.1 Inspect machinery, equipment, tools and materials to confirm that they are in good working order before commencement of work activities. |
| | 4.2 Check and confirm that personal protective equipment used by personnel is serviceable and correctly fitted in accordance with health and safety requirements. |
| | 4.3 Manage the use of control methods in accordance with the pest management plan. |

- 4.4 Monitor pest management activities performed for compliance with organisational health and safety procedures and environmental guidelines.
 - 4.5 Provide feedback, advice and instruction to personnel for pest management activities, where required, in accordance with organisational procedures.
 - 4.6 Monitor the disposal of treatment waste to ensure compliance with environmental and industry requirements.
- 5. Coordinate contingency management activities
 - 5.1 Review and reschedule pest management activities not completed in accordance with organisational procedures.
 - 5.2 Notify personnel and relevant persons of changes to the schedule of pest management activities in accordance with organisational policies and procedures.
- 6. Report progress in relation to the pest management plan
 - 6.1 Review reports and records supplied by personnel and assess performance against the pest management plan
 - 6.2 Update records with information about pest management activities completed in accordance with seed to sale tracking protocols and industry regulations.
 - 6.3 Document and compile reports and records in accordance with organisational procedures.
 - 6.4 Provide regular progress reports to relevant persons in accordance with organisational policies and procedures.

RANGE STATEMENT

All range statements must be assessed:

1. **Pest threats** may include but not limited to:
 - Vertebrates (e.g., rodents, grazing animals)
 - Invertebrates (e.g., chewing, sucking and boring insects, gastropods, arachnids and nematodes)
 - Weeds (e.g., grasses, shrubs, parasitic plants)
 - Fungi
2. **Pest management objectives** may include but not limited to:
 - Prevention of pests
 - Treatment or elimination of pests
 - Cost effectiveness
 - Increased produce quality and yields
 - Ecosystem balance
 - Organic production status (e.g., IPM)
 - Environmental friendliness
3. **Relevant persons** may include but not limited to:
 - Management (e.g., landowners, managers, supervisors)
 - Master grower
 - Authorities (e.g., inspectors, agricultural or environmental officers)
4. **Pest management activities** may include but not limited to:
 - Daily inspections
 - Identification of pests
 - Implementation of pest control methods
 - Monitoring
 - Analysis of the control strategy's effectiveness
5. **Critical control points** may include but not limited to:
 - Entry points
 - Water sources
 - Product sources
 - Harbourage areas
 - Employee areas
6. **Control methods** may include but not limited to:
 - Cultural (e.g., irrigation schedule, humidity controls, canopy management)
 - Physical (e.g., air filters, traps, quarantines)
 - Genetic (e.g., selecting and cultivating pest resistant strains, manipulating pest genetics)
 - Biological (e.g., introducing natural pest predators, parasites, pest diseases)
 - Chemical (e.g., approved pesticides, herbicides, repellents, attractants)

7. **Health and safety 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. Which pests are common to the agricultural zone and micro-climate.
2. What are the various information sources and resources that can be accessed to learn about pests common to the area of cultivation.
3. How to structure and implement pest management plans.
4. How to effectively conduct project planning and management processes.
5. How to develop the scope, goals and time frames for a pest management plan.
6. How to conduct effective consultations with stakeholders in the development of a pest management plan.
7. How to define and document the objectives, roles and responsibilities for the plan.
8. What is the significance of the following factors that impact on selection of pest management activities:
 - pests in the context of weeds, vertebrate and invertebrate animals and diseases
 - pest behaviour
 - pest population dynamics and economic and environmental thresholds
 - target pest biology and lifecycles
 - potential diseases or toxicity risks
 - relevant local, regional, state or territory and national pest management strategies
 - the principles that underpin the strategic approach to managing pests
 - land management and production processes of targeted area
9. How to identify and document required pest management activities and develop a schedule of critical control points.
10. How to identify resources and estimate the cost of a pest management plan.
11. How to prioritise pest management activities according to budgetary constraints.
12. How to identify the budgetary allocations, health and safety in the workplace, biosecurity and human and operational resources required for the pest management plan.
13. How to effectively supervise others to meet organisational and legislative health and safety requirements in their duties.
14. How to procure machinery, equipment, tools and materials required for pest management activities and check them for operability.
15. How to effectively communicate with stakeholders and personnel on pest management activities, responsibilities and expected standards.

16. How to effectively supervise personnel to carry out pest management activities and provide feedback, advice and instruction.
17. How to review and reschedule pest management activities and notify stakeholders of changed schedules.
18. How to review and compile the outcomes of a pest management plan and prepare progress reports.
19. What are the various genetic, chemical, biological, physical and cultural control methods for pest management.
20. What are the critical control points in the target pest life cycle, land management and production activity cycles.
21. How to develop objectives for specific, measurable, achievable, realistic and time-based outcomes.
22. What are the relevant contingency management principles.
23. How to conduct effective risk assessments.
24. What are the legal responsibilities of stakeholders including landowners.
25. What are the established local, regional and international pest management strategies applicable to the cultivation site.
26. What are the local, regional and international legislation and regulations impacting pest management activities.
27. What are the basic concepts and underpinning principles of the strategic approach to invasive pest management and how to manage damage caused by pests.
28. How to determine and develop operational procedures and methods for monitoring the plan, control methods to be used, site clean-up strategy and biosecurity.
29. What are the basic principles and the importance of monitoring and evaluating the effectiveness of an invasive pest management plan.
30. How to plan and implement an appropriate monitoring programme for a pest management plan.
31. What are the common causes of failure in pest management.
32. What are the relevant environmental and pesticide-use legislative requirements that impact the production operation.
33. What are the organisational reporting and recording requirements for the various stakeholders.

EVIDENCE GUIDE

For assessment purposes:

(1) Critical Aspects of Evidence

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(2) Methods of Assessment

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

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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**.

UA30903**Monitor the implementation of quality and product safety programmes**

Unit Descriptor:

This unit deals with the knowledge, skills and attitudes required to support teams and personnel in the implementation of quality medicinal cannabis safety programmes and procedures in a work area on a day-to-day basis. Candidates are expected to adhere to legislative and industry regulations for ensuring consumer safety while managing activities in a production facility or operation.

ELEMENT**PERFORMANCE CRITERIA**

Candidates must be able to:

- | | | |
|----|---|---|
| 1. | Support personnel in the implementation of quality and product safety programmes | 1.1 Check and confirm that personal protective equipment appropriate to work activities is functional and sufficiently available for supply to personnel. |
| | | 1.2 Communicate current information on product safety and quality responsibilities and procedures to personnel in the work area in accordance with organisational policies and procedures. |
| | | 1.3 Confirm that information about identified product hazards and the outcomes of risk assessment and risk control procedures is accessible and communicated to personnel in the work area. |
| | | 1.4 Instruct personnel, where required, in the implementation of quality and safe medicinal cannabis product handling procedures. |
| 2. | Monitor observance of quality standards and medicinal cannabis product safety programmes in the work area | 2.1 Inspect and monitor the work area, materials, equipment and products routinely to ensure compliance with quality and medicinal cannabis product safety specifications and requirements. |
| | | 2.2 Identify processes and procedures that have or could result in quality or medicinal cannabis product safety breaches. |
| | | 2.3 Implement suitable control measures for preventing quality and medicinal cannabis product safety breaches. |

- 2.4 Investigate reports or complaints from stakeholders and confirm quality and medicinal cannabis product safety breaches relating to product safety using established investigative methods.
 - 2.5 Record quality data in accordance with quality and medicinal cannabis product safety programme requirements.
- 3. Take corrective action in response to quality and medicinal cannabis product safety non-compliance
 - 3.1 Implement standard operating procedures (SOPs) for responding to quality and medicinal cannabis product safety non-compliance.
 - 3.2 Respond to instances of non-conformance and follow procedures to identify, separate and/or recall non-conforming medicinal cannabis products.
 - 3.3 Identify the sources and causes of medicinal cannabis product hazards and other instances of quality and product safety non-compliance using established investigative methods.
 - 3.4 Implement additional control measures, where required, to prevent recurrence and minimise risks of hazardous events.
 - 3.5 Document and report breach investigations and interventions in accordance with quality and medicinal cannabis product safety programme requirements.
- 4. Improve quality and medicinal cannabis product safety in the work area
 - 4.1 Identify opportunities for improving medicinal cannabis product safety and quality and raise with relevant personnel.
 - 4.2 Develop or revise procedures, where required, to support medicinal cannabis product safety and quality control and prevent further quality and product safety breaches.
 - 4.3 Communicate improvements or revised processes and procedures to personnel in accordance with organisational procedures.

RANGE STATEMENT

All range statements must be assessed:

1. **Personal protective equipment** may include but not limited to:
 - Gloves
 - Boots
 - Masks
 - Coveralls
 - Hairnets
2. **Information** may include but not limited to:
 - Manuals
 - Signage
 - Procedures
 - Policies
 - Flow charts
3. **Medicinal cannabis product hazards** may include but not limited to:
 - Biological (e.g., spoilage, pathogens, allergens, harmful microbes or insect pests, etc.)
 - Chemical (e.g., toxins, pollutants, adulterations, contaminants, etc.)
 - Physical (e.g., debris, sharps, foreign objects, choking hazards, etc.)
 - Incorrect information (e.g., mislabelling, outdated documentation, etc.)
4. **Monitoring** may include but not limited to:
 - Recording key measurements (e.g., temperature and humidity)
 - Collecting samples
 - Conducting visual inspections
 - Conducting other tests as required (e.g., external lab results)
 - Batch tracking protocols (e.g., seed to sale protocols)
5. **Quality or medicinal cannabis product safety breaches** may include but not limited to:
 - Presence of product hazards
 - Non-conformance with hygiene requirements
 - Non-conformance with product quality guidelines
 - Non-conformance with process quality guidelines
6. **Control measures** may include but not limited to:
 - Hygiene standards
 - Cleaning and sanitisation
 - Decontamination/ kill-steps
 - SOPs for handling and storage
 - Isolations (e.g., quarantines)
 - Internal testing
 - Product recall programmes

7. **Stakeholders** may include but not limited to:

- Personnel
- Consumers
- Clients
- Management
- Authorities (e.g., inspectors, officers, etc.)

UNDERPINNING KNOWLEDGE AND SKILLS

Candidates should know and understand:

1. How to identify one's own responsibilities with regards to product safety.
2. What are the relevant product safety legislation, workplace policies and procedures applicable to the production process.
3. What and where are the sources of information and expertise on procedures and responsibilities for quality and product safety.
4. How to source and supply appropriate personal protective equipment to personnel for work activities.
5. How to identify medicinal cannabis product safety risks in the workplace and the control measures used to manage them.
6. What are the most appropriate ways to communicate information on medicinal cannabis product safety and quality responsibilities and procedures to personnel.
7. What are the specific microbiological, physical and chemical product hazards that are likely to occur in the production process.
8. How to provide effective instruction and guidance to personnel.
9. What are the various aspects of the production process that must be monitored to ensure medicinal cannabis product quality and safety.
10. How to identify hazards that are likely to occur in the production process.
11. What are the relevant properties, handling and storage requirements of ingredients, materials and medicinal cannabis products handled and used in the production process.
12. How often inspections and monitoring must be conducted relative to the specific production process.
13. What are the relevant methods used to monitor whether medicinal cannabis product safety is under control, including the purpose of sampling.
14. How to monitor the work environment and processes for compliance with medicinal cannabis product safety standards.
15. What are the various control measures that can be implemented in the production process to prevent and or minimise quality and safety breaches.
16. How to establish appropriate control measures and confirm that controls are met.
17. How to apply control measures in work area and work processes.
18. What are the relevant clothing and footwear requirements for working in or moving between medicinal cannabis product handling areas.
19. What are the organisational requirements for personal clothing maintenance, laundering and storage.
20. How to identify and respond to safety and quality non-compliance and participate in improving safety and quality.

21. What are the appropriate procedures for responding to quality and medicinal cannabis product safety breaches.
22. What are the procedures to follow in the event of pest sighting or discovery of infestation.
23. How to maintain required standards of personal hygiene.
24. What are the basic concepts of Hazard Analysis Critical Control Point (HACCP)-based medicinal cannabis safety.
25. What are the purpose and importance of cleaning and sanitation procedures.
26. What is the most appropriate process for recalling non-conforming medicinal cannabis products.
27. What are the relevant medicinal cannabis product and ingredient traceability procedures.
28. What are the appropriate methods for isolating or quarantining medicinal cannabis products that may be unsafe.
29. How to identify opportunities for improving medicinal cannabis product safety and quality of products.
30. Why it is important to keep detailed records and what are the recording requirements of the medicinal cannabis product safety 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

(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**.

UA27503**Supervise work routines and staff**

Unit Descriptor:

This unit deals with the knowledge, skills and attitudes required to supervise work routines and staff. It involves assessing staff capability against position descriptions, designating and communicating staff roles and responsibilities and developing work plans to achieve organisational targets and business objectives.

ELEMENT**PERFORMANCE CRITERIA**

Candidates must be able to:

- | | |
|---------------------------|--|
| 1. Communicate work roles | <ul style="list-style-type: none"> 1.1 Define and document the roles and responsibilities of staff in accordance with organisational requirements. 1.2 Identify the skills of staff and match with available tasks and duties in accordance with organisational requirements. 1.3 Identify the requirements of jobs and communicate to personnel in accordance with organisational requirements. 1.4 Develop information on activities and provide to personnel in accordance with organisational requirements. 1.5 Implement work health and safety policies and procedures for staff in accordance with legislative requirements. |
| 2. Coordinate activities | <ul style="list-style-type: none"> 2.1 Prioritise work activities to ensure completion of tasks within available timelines. 2.2 Develop work plans to establish the targets and objectives of activities, defined tasks and timelines. 2.3 Identify training and learning opportunities and incorporate them into work activities. 2.4 Clarify and maintain the reporting responsibilities of staff in accordance with organisational requirements. |

- 2.5 Implement enterprise environmental policy and procedures for staff in accordance with organisational requirements.
- 3. Maintain effective working relations
 - 3.1 Identify and address problems through discussion with the work group.
 - 3.2 Seek assistance from work group members in achieving allocated tasks when difficulties arise.
 - 3.3 Use discussion and information sharing routinely to communicate the requirements of work activities through a participative approach.
 - 3.4 Manage disagreements and conflict constructively using appropriate conflict management strategies.
- 4. Provide feedback
 - 4.1 Provide clear and constructive feedback to individuals to support the achievement of outcomes.
 - 4.2 Identify difficult situations and use negotiation techniques to achieve results.
 - 4.3 Monitor team and individual performances regularly to ensure that personnel are able to achieve goals.
 - 4.4 Maintain supervisory structures and lines of reporting in accordance with organisational requirements.

RANGE STATEMENT

All range statements must be assessed:

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

- Workers
- Trainers
- Technicians
- Specialists

UNDERPINNING KNOWLEDGE AND SKILLS

Candidates should know and understand:

1. How to supervise and instruct staff to achieve work activities.
2. What are the organisational personnel processes.
3. How to delegate and allocate tasks.
4. How to determine the appropriate size of labour resources to adequately achieve objectives.
5. What is the organisational structure and layout of responsibilities.
6. How to assess and evaluate staff capabilities.
7. What are the various techniques for building trust and relationships.
8. How to identify training needs and provide training opportunities.
9. What are the principles of teamwork and negotiation.
10. How to plan timesheets and timetables to meet deadlines.
11. How to demonstrate leadership for the work team.
12. How to demonstrate safe workplace and environmentally responsible practices.
13. How to implement performance appraisal systems and procedures.
14. How to resolve staffing and resourcing problems.
15. What are the principles of time management.
16. How to effectively evaluate performance, provide feedback and prepare reports and performance appraisals.
17. What are the relevant conflict management techniques.
18. How to promote and maintain effective relationships between staff.
19. What are the organisational training requirements and processes.
20. How to monitor productivity and maintain staff records as required.
21. What are the relevant legislative requirements, regulations and codes of practice for work health and safety, environmental protection and employment.
22. How to identify work health and safety hazards, assess risks and develop risk controls.

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 on and off the job. 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**.

UA31103**Analyse and interpret production data**

Unit Descriptor:

This unit deals with the knowledge, skills and attitudes required to collect, analyse, interpret and present data for agricultural production activities.

ELEMENT**PERFORMANCE CRITERIA**

Candidates must be able to:

- | | |
|--|--|
| 1. Gather and organise production data | <ul style="list-style-type: none"> 1.1 Gather and organise production data in a manner that facilitates analysis and interpretation in accordance with organisational formats. 1.2 Review information held by the production unit to confirm accuracy and relevance. 1.3 Check and confirm that data collection tools are reliable and make efficient use of resources. 1.4 Access, organise and monitor data in accordance with organisational procedures. 1.5 Update, maintain and store information in accordance with organisational requirements. |
| 2. Analyse and interpret data | <ul style="list-style-type: none"> 2.1 Identify and define the objectives for analysing and interpreting data clearly and confirm that they are consistent with organisational requirements. 2.2 Identify and remove unnecessary data before analysis to avoid erroneous outcomes. 2.3 Identify and select data analysis methods that are reliable and suitable for the required purpose. 2.4 Check and confirm that assumptions used in analyses are clear, justified and consistent with organisational objectives. 2.5 Review conclusions and confirm they are supported by evidence and contribute to the achievement of organisational objectives. |

3. Present data
 - 3.1 Prepare and report production data using organisational format, style and structure requirements.
 - 3.2 Present findings of analysis, with conclusions, to the work team.
 - 3.3 Source feedback and comments on the suitability and sufficiency of findings from the work team.

RANGE STATEMENT

All range statements must be assessed:

- 1. Production data** may include but not limited to:
 - Quantitative (e.g., inputs, outputs, yields, times, measurements)
 - Qualitative (e.g., production conditions, human behaviours, plant performance)
- 2. Data collection tools** may include but not limited to:
 - Quantitative (e.g., direct observations, measurements, instrument readings)
 - Qualitative (e.g., interviews, focus groups)
- 3. Objectives for analysing and interpreting data** may include but not limited to:
 - Establishing trends and patterns
 - Increasing production efficiency
 - Reducing operating costs
 - Improving product quality/quality assurance
 - Compliance with industry and legislative requirements
- 4. Data analysis methods** may include but not limited to:
 - Quantitative (e.g., deductive using statistical methods, calculations)
 - Qualitative (e.g., inductive through dialog and interaction to discover patterns)

UNDERPINNING KNOWLEDGE AND SKILLS

Candidates should know and understand:

1. What are the current legislative, industry and organisational codes of practice and quality assurance procedures that impact on the organisation's agricultural production.
2. What are the various kinds of production data relevant to the organisation.
3. What are the differences between qualitative and quantitative data analysis.
4. What are the methods to gather and analyse data used by the organisation.
5. How to confirm the accuracy and relevance of production data and information.
6. What data collection tools are reliable and make efficient use of resources.
7. What are the organisational policies and procedures for collection, analysis and maintenance of production data.
8. How to use the data management systems and methods used by the organisation.
9. What are the organisational record keeping and data storage practices.
10. How to identify and define the objectives for analysing and interpreting data.
11. What are the relevant data analysis methods.
12. How to justify assumptions made in analysis.
13. How to review the conclusions and confirm that they are supported by evidence and contribute to the achievement of organisational objectives.
14. How to perform report writing effectively to meet organisational requirements.
15. How to employ presentation skills and aids to report data analysis and conclusions.
16. What is the importance of sourcing feedback and comments from the work team on the analysis of the findings.

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**.

UA31203**Provide information on medicinal cannabis and its cultivation**

Unit Descriptor:

This unit deals with the knowledge, skills and attitudes required to recommend medicinal cannabis strains and cultural practices to suit specific growing situations.

ELEMENT**PERFORMANCE CRITERIA**

Candidate must be able to:

- | | |
|--|--|
| 1. Identify client preferences and requirements | <ul style="list-style-type: none"> 1.1 Initiate contact with the client at appropriate times in accordance with organisational procedures. 1.2 Clarify the purpose and scope of client's intended cultivation plans and confirm their license status. 1.3 Identify and evaluate the cultural and environmental factors of the client's intended grow site by reviewing all relevant information. 1.4 Identify barriers to medicinal cannabis cultivation that apply to the client's situation. |
| 2. Select the strain to suit specific situations | <ul style="list-style-type: none"> 2.1 Identify a range of medicinal cannabis strains with characteristics that meet client requirements based on research and own experience. 2.2 Compare, assess and evaluate the suitability of available medicinal cannabis strains to specific grow site using sound problem-solving techniques. 2.3 Recommend an appropriate strain for the client which presents the ideal solution based on reasoned argument, appropriate evidence, sound principles and customer needs. |
| 3. Advise on cultivation for specific situation | <ul style="list-style-type: none"> 3.1 Recommend appropriate cultivation practices that suit the recommended strain and grow site situation. |

- 3.2 Explain the performance characteristics and particular planting, cultural and maintenance requirements to the client in a clear and concise manner.
- 3.3 Refer client to the supplier, where necessary, in accordance with organisational procedures.
- 3.4 Respond to client requests for clarification or expansion by using attentive listening and questioning techniques.
- 3.5 Record and report recommendations in accordance with organisational requirements.

RANGE STATEMENT

All range statements must be assessed:

- 1. Cultural and environmental factors** may include but not limited to:
 - Location
 - Local climate
 - Access to water
 - Growing environment (e.g., outdoor, indoor or protected environment)
 - Soil conditions (e.g., drainage)
 - Space
 - Infrastructure
 - Flora and fauna in immediate environment
- 2. Relevant information** may include but not limited to:
 - Budgets
 - Site plans
 - Inventory
 - Medical medicinal cannabis industry regulations
 - License requirements
- 3. Barriers** may include but not limited to:
 - Sources of contamination (e.g., airborne, soil or runoff contaminants)
 - Presence of pests
 - Non-compliance with license requirements (e.g., location, security plan, waste)
 - Management protocols, etc.
 - Ineligibility for licensure
- 4. Medicinal cannabis strains** may include but not limited to:
 - Sativa
 - Indica
 - Hybrids
- 5. Characteristics** may include but not limited to:
 - Resistance to disease
 - Phenotype (e.g., plant height, canopy size, etc.)
 - Suitability to climatic conditions
 - Growth speed/flowering times
 - Flowering behaviour (e.g., autoflower, photoperiod)
 - Yields
 - Chemical profile (e.g., cannabinoid, terpene or flavonoid content)
- 6. Research** may include but not limited to:
 - Field work and trials
 - Published books/journals
 - Academic reports
 - Internet
 - Industry publications
 - Industry specialists and experts (e.g., colleagues)

7. Cultivation practices may include but not limited to:

- The growth stage at which the plant is purchased (e.g., seed, seedling, established trees)
- Growth media and plant monitoring
- Light management
- Air flow
- Pest and disease control
- Irrigation and fertilising scheduling
- Drainage
- Growth media management (e.g., pH/EC, aeration, etc.)
- Canopy management
- Planting methods (e.g., open field, raised beds, containers)
- Floorplan (arrangement, plant spacing, location on site)

UNDERPINNING KNOWLEDGE AND SKILLS

Candidates should know and understand:

1. How to conduct literature and industry research, collate and analyse findings on medicinal cannabis species and cultivars, their characteristics and requirements.
2. What is the anatomy of the medicinal cannabis plant and its life cycle.
3. What are the principles and practices for recommending plants and their cultural practices.
4. How to comply with legislative requirements.
5. How to provide excellent customer service and demonstrate effective communication skills.
6. What are the various characteristics of different medicinal cannabis species and cultivars.
7. How to document client preferences and site particulars.
8. What are the latest innovations and practices in medicinal cannabis strain selection, use and performance.
9. How to select medicinal cannabis plants that suit client preferences and specific grow site.
10. What is relevant nomenclature (family, genus, species and cultivar) for recommended medicinal cannabis plants.
11. How to report recommendations to the client that detail the types of plants chosen and their requirements.
12. What is the physiology of the each of the recommended medicinal cannabis plants and their comparative growth and performance characteristics in response to different cultural and environmental factors.
13. What are the relevant principles and practices for the establishment and maintenance of medicinal cannabis plants.

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**.

UA31303

Develop and implement a medicinal cannabis industry business plan

Unit Descriptor:

This unit deals with the knowledge, skills and attitudes required to operate a business in the medicinal cannabis industry and covers the steps required to develop and implement a business plan for a medicinal cannabis enterprise. Candidates are expected to determine the scope of the business plan, determine goals/targets, prepare business planning documents and monitor and review the business plan implementation.

ELEMENT **PERFORMANCE CRITERIA**

Candidates must be able to:

- | | | |
|--|------------|--|
| <p>1. Determine the scope of the business plan</p> | <p>1.1</p> | <p>Outline the scope of the business plan and its associated systems in consultation with relevant stakeholders.</p> |
| | <p>1.2</p> | <p>Access and interpret relevant information that may contribute to business plan development.</p> |
| | <p>1.3</p> | <p>Identify the relevant business opportunities, trends and seasonal variations that must be considered and incorporated in the business plan development process.</p> |
| | <p>1.4</p> | <p>Establish strategic goals, targets and directions for the business in consultation with relevant stakeholders.</p> |
| | <p>1.5</p> | <p>Identify and review relevant legal obligations and regulatory compliance requirements that impact the business.</p> |
| <p>2. Develop a business plan</p> | <p>2.1</p> | <p>Draft the vision, mission, values and objectives statements for the business plan in consultation with relevant stakeholders.</p> |
| | <p>2.2</p> | <p>Consult with stakeholders regularly during the development process and seek feedback on key business plan features as they are completed.</p> |
| | <p>2.3</p> | <p>Review the market requirements for the product or service, profile customer needs and research pricing options.</p> |

- 2.4 Develop performance objectives and indicators for measurement through consultation with relevant stakeholders.
 - 2.5 Check and confirm that performance indicators are clear, measurable and allow for realistic analysis of performance.
 - 2.6 Identify and resolve resource requirements and input supply chain options for the enterprise.
 - 2.7 Identify and incorporate the acquisition procedures and compliance requirements for business registration and any permits or licences that may be required for business activities.
 - 2.8 Identify and incorporate marketing strategies that suit target customer needs and enterprise budgets.
 - 2.9 Identify risks for the business using sound risk assessment methods and incorporate suitable risk minimisation strategies.
 - 2.10 Prepare a final draft of the business plan that incorporates financial and operational systems that enhance performance management and suit the enterprise's requirements.
3. Implement the plan and monitor performance
 - 3.1 Communicate the business plan to all relevant parties using appropriate means and confirm their understanding of performance requirements and timeframes.
 - 3.2 Arrange the deployment of adequate skilled labour to implement the business plan.
 - 3.3 Coordinate the timely submission of reports on all key aspects of the business and confirm that they are user-friendly and balanced in terms of financial and non-financial performance.
 - 3.4 Monitor performance against the business plan to identify strengths, weaknesses and areas for improvement.

- 3.5 Identify and report system and product failures and variances to the business plan, as they occur, to stakeholders.
- 4. Respond to performance data
 - 4.1 Analyse and evaluate performance reports against planned objectives and draft a performance assessment report.
 - 4.2 Review performance indicators and refine where necessary.
 - 4.3 Identify underperforming groups and individuals and provide guidance and training where required.
 - 4.4 Review system processes and work methods regularly as part of a programme of continuous improvement.
 - 4.5 Make recommendations to improve the business plan and associated systems.

RANGE STATEMENT

All range statements must be assessed:

- 1. Stakeholders** may include but not limited to:
 - Partners
 - Staff
 - Specialists (e.g., Master growers, Accountants, Tax agents, Solicitors, Consultants, Inspectors)
 - Clients
 - Suppliers
- 2. Relevant information** may include but not limited to:
 - Business plan exemplars
 - Analyses (e.g., capital return, sales and product, yield)
 - Estimates (e.g., cash flow, profit and loss, trends)
 - Records (e.g., expenses, previous accounts, taxation records)
 - Returns (e.g., annual and quarterly, internal rates)
- 3. Trends and seasonal variations** may include but not limited to:
 - Markets
 - Consumer trends
 - Technological changes affecting production and sales
 - Climatic conditions
 - Weed, pest and disease outbreaks
 - Water supply
 - Resource and input availability
- 4. Legal obligations and regulatory compliance requirements** may include but not limited to:
 - Seed to sale inventory tracking protocols
 - Environmental protection controls (e.g., waste management protocols)
 - Quality Assurance protocols (e.g., GACP, GMP, sampling and testing protocols)
 - Health and Safety protocols (e.g., hygiene, sanitation)
 - Security protocols (e.g., surveillance, stationed security personnel, controlled site access, emergency response, etc.)
 - License or permit requirements (e.g., zoning, employee licenses, maximum numbers of plants or product volumes, etc.)
 - Taxes and associated fees

5. Business plan features may include but not limited to:

- Executive summary (e.g., business name, business model, business entity type, vertical in the supply chain)
- Market overview/opportunity
- Implementation strategy (e.g., timelines, milestones, assessment metrics)
- Security and surveillance arrangements
- Operations plan (e.g., facilities layout, SOPs, production plans)
- Regulatory compliance (e.g., SOPs for manufacturing practices, product tracking protocols, etc.)
- Financial plan (e.g., venture capital, investors, lenders, break-even analysis)
- Organisational structure
- Appendices

6. Performance indicators may include but not limited to:

- Occupational health and safety/environmental compliance
- Product quality and process compliance
- Customer/market satisfaction levels
- Yields and efficiency expectations
- Cash flow and profit/loss statements
- Production and delivery timelines

7. Resource requirements may include but not limited to:

- Human (e.g., labour and personnel)
- Raw and processed materials
- Water
- Real estate
- Financial
- Plant and equipment
- Time
- Technological

UNDERPINNING KNOWLEDGE AND SKILLS

Candidates must know and understand:

1. How to determine the scope of a business plan and its associated systems.
2. What are the various relevant regulatory agencies that must be engaged when starting a medicinal cannabis business venture in your location.
3. How business planning can be impacted and informed by the following kinds of information:
 - Business plan exemplars
 - Analyses
 - Estimates
 - Records
 - Returns
4. What are the trends and seasonal variations that impact businesses in the medicinal cannabis industry.
5. How to establish strategic goals, targets and directions for a business.
6. What are the legislative obligations impacting the formation of a medicinal cannabis business and what are the relevant compliance requirements.
7. What are the different types of business models and business entity types (i.e., sole proprietorship, partnership or separate entity) that a medicinal cannabis business can adopt and what are the main pros and cons of each.
8. How to develop vision, mission and values statements for a business enterprise and why they are important.
9. How to develop appropriate operational plans.
10. How to forecast trends in expenditure and production for an enterprise.
11. What are the various financial and operational systems and resource considerations relevant to business planning.
12. How to apply the various logical and analytical methods to interpret and analyse financial reports.
13. What are the various industrial relations, taxation, corporate and industry legislation, environmental and work health and safety legislation relevant to the enterprise and the medicinal cannabis industry.
14. What systems need to be implemented and phased to take account of enterprise production cycles and financial reporting considerations.
15. What are the main components of a business plan.
16. What are the relevant communication techniques typically used to negotiate business strategies.
17. Why it is important to consult with stakeholders in the process of building a business plan.
18. How to determine market requirements and profile customer needs.
19. How to price goods and services and research pricing options.

20. How to develop effective performance objectives and reliable performance indicators.
21. How to identify and resolve resource requirements for a business.
22. How to legally register a medicinal cannabis business and procure the required permits and licenses.
23. What are the various marketing strategies that can be employed for the enterprise's goods or services.
24. How to conduct a risk assessment for the business and how to select and implement appropriate minimisation strategies.
25. How to effectively communicate business plans to staff and stakeholders.
26. How to deploy skilled labour for business plan implementation.
27. What are the various kinds of business reports that should be generated and reviewed in monitoring business performance.
28. How to monitor business performance to identify strengths, weaknesses and areas for improvement.
29. What are the various kinds of system failures, product failures and variances from the business plan that must be identified.
30. How to assess business performance against business plan goals.
31. How to identify gaps in knowledge and skills and make training arrangements to fill the said gaps.
32. How to implement a programme of continuous improvement in the enterprise.

EVIDENCE GUIDE

For assessment purposes:

(1) Critical Aspects of Evidence

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(2) Methods of Assessment

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- Role play/simulation

(3) Context of Assessment

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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 by the TVET Council/National Training Agency 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

National 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)