

CERTIFICATE II
in
AGRICULTURE (DAIRY)

Trainee Record Book

NTIS ID: RUA20498
Agriculture Training Package

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Section 1

About this Book

What is the Record Book?

This Record Book is an important document. It is a record of the training competencies in the Certificate II in Agriculture (Diary).

To achieve Certificate II in Agriculture (Diary) you must achieve the competencies outlined in this Record Book.

What is the purpose of the Record Book?

It helps you keep a record of the training which you have successfully achieved.

Benefits of the Record Book

Records your achievement and assists during training. Provides information to future employers about your skills. Helps you get advance standing in other Training programs.

How do I use the Record Book?

The Record of Training Book is organised into 2 sections:

Section 1 explains the purpose of the Record Book and how to use it. It also provides a list of the units of competency in the Certificate II Agriculture (Diary).

Section 2 is a quick reference of the training you have successfully completed. Your Supervisor and Registered Training Organisation (RTO) will help you to complete the necessary information.

When you have successfully completed a unit of competency ask your assessor to tick and sign off on the Training Summary Record pages. The assessment checks whether the activity/skill/task can be performed to the standards required in the normal work environment. Assessment is ongoing through the course and provides you with feedback on:

- the way you go about the task
- the standard achieved through the task
- the results achieved on completion of the task
- your ability to transfer your knowledge, skill and experience to other tasks.

How do I successfully complete a unit of competency

To successfully complete a unit of competency you must be assessed as competent. There will be opportunities for you to demonstrate your competence during the training program and in the workplace. The activities, which will be included for you to judge your progress, will include:

- self assessment exercises
- participation in group activities
- feedback from your supervisor/workplace assessor

Assessment is the process of collecting enough evidence to demonstrate that you are competent and able to perform to the standard outlined. It involves on-the-job practical tasks and self paced activities and off-the-job written tasks. The assessment methods may include interviews, short written answers, written presentations and consultations with supervisors and assessors.

Your competence in the workplace is shown by the way you apply what you have learned to your work. This will be verified by someone in the workplace who is recognised by the Registered Training Organisation and it may be a supervisor or a workplace assessor.

Credit transfer and recognition of prior learning (RPL)

RPL is recognising that knowledge and skills you have gained through life experience, work experience, including informal and formal training conducted by industry or training organisations. When you provide the necessary evidence, RPL may be taken into account and save you undertaking training for skills you already have.

Mandatory Units of Competency

Units

RUAAGCORE1A [Meet industry employment criteria](#)

RUAAGCORE2A [Follow enterprise occupational health and safety \(OHS\) procedures](#)

RUAAGCORE3A [Use hazardous substances safely](#)

RUAAGCORE4A [Communicate in the workplace](#)

RUAAGCORE5A [Act to minimise emergencies](#)

RUAAGCORE6A [Plan daily work routines](#)

Dairy Production Unit of Competency

Units

RUAAG1070PMA [Implement pest control programs](#)

RUAAG1100EOA [Operate equipment](#)

RUAAG2005CHA [Maintain supplies of chemical and biological agents](#)

RUAAG2007CHA [Prepare chemicals and biological agents](#)

RUAAG2008CHA [Maintain chemical equipment](#)

RUAAG2009CHA [Apply chemicals and biological agents](#)

RUAAG2010CHA [Clean up following application of chemicals and biological agents](#)

RUAAG2011CHA [Manage a chemical spillage/leakage](#)

RUAAG2012CHA [Notify authorities of a chemical spill](#)

Units
RUAAG2100EOA <u>Operate ride-on farm vehicles</u>
RUAAG2102EOA <u>Operate tractors</u>
RUAAG2520DYA <u>Participate in the workplace</u>
RUAAG2521DYA <u>Carry out basic fencing operations</u>
RUAAG2523DYA <u>Handle, move and draft livestock</u>
RUAAG2524DYA <u>Perform basic health care</u>
RUAAG2525DYA <u>Purchase and receive farm supplies</u>
RUAAG2526DYA <u>Rear calves</u>
RUAAG2527DYA <u>Assist with calving</u>
RUAAG2528DYA <u>Carry out milk harvesting</u>

Section 2

Trainee Details

Name:

Home Address:

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Home Tel:

Mobile:

Email:

Registered Training Organisation Details

Name:

Position:

Address:

.....

Contact person:

Phone:

Mobile:

Fax:

Email:

Trainer Details

Name:

Work Tel:

Mobile:

Email:

Assessor Details

Name:

Work Address:

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Telephone:

Mobile:

Assessor Qualification:

Agriculture (Dairy) experience:

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Employer Details

Name:

Position:

Work Address:

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Contact Person:

Telephone:

Fax:

Email:

Section 3 Competency Units

Training Record Summary

Certificate II in Agriculture (Diary)

Mandatory Unit

Unit RUAAGCORE1A [Meet industry employment criteria](#)

The Training Record of:

Elements of Competency	Assessor signature	Date	Supervisor signature	Date	Comments
Employment conditions identified					
Meet workplace employment requirements					

Trainee's Comments

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Assessor's Comments

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On the Job Supervisor's Comments

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Training Record Summary

Certificate II in Agriculture (Diary)

Mandatory Unit

Unit RUAAGCORE2A [Follow enterprise occupational health and safety \(OHS\) procedures](#)

The Training Record of:

Elements of Competency	Assessor signature	Date	Supervisor signature	Date	Comments
Comply with provisions of relevant state OHS legislation					
Follow farm procedures for hazard identification and risk control					
Render appropriate emergency procedures					
Administer first aid					
Participate in arrangements for maintaining health and safety of all people in the rural workplace					

Trainee's Comments

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Assessor's Comments

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On the Job Supervisor's Comments

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Training Record Summary

Certificate II in Agriculture (Diary)

Mandatory Unit

Unit RUAAGCORE3A [Use hazardous substances safely](#)

The Training Record of:

Elements of Competency	Assessor signature	Date	Supervisor signature	Date	Comments
Handle hazardous substances					
Store hazardous substances					
Transport hazardous substances					
Use hazardous substances					
Act in emergency situations with hazardous substances					

Trainee's Comments

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Assessor's Comments

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On the Job Supervisor's Comments

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Training Record Summary

Certificate II in Agriculture (Diary)

Mandatory Unit

Unit RUAAGCORE4A [Communicate in the workplace](#)

The Training Record of:

Elements of Competency	Assessor signature	Date	Supervisor signature	Date	Comments
Gather, record and convey data					
Gather, record and provide information in response to workplace requirements					
Participate in work groups or teams					
Participate in workplace meetings					
Interact with others in the workplace					
Communicate with the industry network					

Trainee's Comments

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Assessor's Comments

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On the Job Supervisor's Comments

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Training Record Summary

Certificate II in Agriculture (Diary)

Mandatory Unit

Unit RUAAGCORE5A [Act to minimise emergencies](#)

The Training Record of:

Elements of Competency	Assessor signature	Date	Supervisor signature	Date	Comments
Act to minimise emergency situations					
Act as instructed in emergencies					
Implement fire prevention and control on site and in the workshop					
Deal with gas emergencies					

Trainee's Comments

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Assessor's Comments

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On the Job Supervisor's Comments

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Training Record Summary

Certificate II in Agriculture (Diary)

Mandatory Unit

Unit RUAAGCORE6A [Plan daily work routines](#)

The Training Record of:

Elements of Competency	Assessor signature	Date	Supervisor signature	Date	Comments
Interpret work schedules					
Organise materials and equipment					
Respond to problems as they occur					

Trainee's Comments

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Assessor's Comments

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On the Job Supervisor's Comments

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Training Record Summary

Certificate II in Agriculture (Diary)

Dairy Production Unit

Unit RUAAG1070PMA [Implement pest control programs](#)

The Training Record of:

Elements of Competency	Assessor signature	Date	Supervisor signature	Date	Comments
Determine pests					
Control pests					
Dispose of pests and control agents					

Trainee's Comments

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Assessor's Comments

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On the Job Supervisor's Comments

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Training Record Summary

Certificate II in Agriculture (Diary)

Dairy Production Unit

Unit RUAAG1100EOA [Operate equipment](#)

The Training Record of:

Elements of Competency	Assessor signature	Date	Supervisor signature	Date	Comments
Operate trailed and mounted equipment					
Operate stationary equipment					
Operate independently power tools					

Trainee's Comments

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Assessor's Comments

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On the Job Supervisor's Comments

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Training Record Summary

Certificate II in Agriculture (Diary)

Dairy Production Unit

Unit RUAA2005CHA [Maintain supplies of chemical and biological agents](#)

The Training Record of:

Elements of Competency	Assessor signature	Date	Supervisor signature	Date	Comments
Transport chemicals and biological agents					
Store chemicals and biological agents within the workplace					
Record chemical purchase details					

Trainee's Comments

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Assessor's Comments

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On the Job Supervisor's Comments

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Training Record Summary

Certificate II in Agriculture (Diary)

Dairy Production Unit

Unit RUAAG2007CHA [Prepare chemicals and biological agents](#)

The Training Record of:

Elements of Competency	Assessor signature	Date	Supervisor signature	Date	Comments
Select correct chemical					
Prepare application requirements					
Fill application equipment					

Trainee's Comments

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Assessor's Comments

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On the Job Supervisor's Comments

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Training Record Summary

Certificate II in Agriculture (Diary)

Dairy Production Unit

Unit RUAAG2008CHA [Maintain chemical equipment](#)

The Training Record of:

Elements of Competency	Assessor signature	Date	Supervisor signature	Date	Comments
Check and maintain application equipment for chemical and biological agents					
Check and maintain personal protection equipment					

Trainee's Comments

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Assessor's Comments

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On the Job Supervisor's Comments

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Training Record Summary

Certificate II in Agriculture (Diary)

Dairy Production Unit

Unit RUAAG2009CHA [Apply chemicals and biological agents](#)

The Training Record of:

Elements of Competency	Assessor signature	Date	Supervisor signature	Date	Comments
Select application equipment					
Use personal protective equipment					
Use application equipment					

Trainee's Comments

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Assessor's Comments

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On the Job Supervisor's Comments

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Training Record Summary

Certificate II in Agriculture (Diary)

Dairy Production Unit

Unit RUAAG2010CHA [Clean up following application of chemicals and biological agents](#)

The Training Record of:

Elements of Competency	Assessor signature	Date	Supervisor signature	Date	Comments
Empty and clean equipment and containers according to label directions or instruction from supervisor					
Use personal protective equipment					

Trainee's Comments

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Assessor's Comments

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On the Job Supervisor's Comments

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Training Record Summary

Certificate II in Agriculture (Diary)

Dairy Production Unit

Unit RUAAG2011CHA [Manage a chemical spillage/leakage](#)

The Training Record of:

Elements of Competency	Assessor signature	Date	Supervisor signature	Date	Comments
Implement correct procedures following a chemical spillage/leakage					
Use personal protective equipment					

Trainee's Comments

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Assessor's Comments

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On the Job Supervisor's Comments

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Training Record Summary

Certificate II in Agriculture (Diary)

Dairy Production Unit

Unit RUAAG2012CHA [Notify authorities of a chemical spill](#)

The Training Record of:

Elements of Competency	Assessor signature	Date	Supervisor signature	Date	Comments
Notify authorities of a chemical spill					

Trainee's Comments

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Assessor's Comments

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On the Job Supervisor's Comments

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Training Record Summary

Certificate II in Agriculture (Diary)

Dairy Production Unit

Unit RUAAG2100EOA [Operate ride-on farm vehicles](#)

The Training Record of:

Elements of Competency	Assessor signature	Date	Supervisor signature	Date	Comments
Select machine and attachments appropriate for the job					
Perform routine maintenance					
Operate ride-on farm vehicle to perform enterprise requirements					
Transporting ride-on farm vehicle on/in another vehicle					

Trainee's Comments

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Assessor's Comments

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On the Job Supervisor's Comments

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Training Record Summary

Certificate II in Agriculture (Diary)

Dairy Production Unit

Unit RUAAG2012EOA [Operate tractors](#)

The Training Record of:

Elements of Competency	Assessor signature	Date	Supervisor signature	Date	Comments
Describe factors affecting safe tractor operation					
Perform routine tractor maintenance					
Operate tractor(s)					

Trainee's Comments

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Assessor's Comments

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On the Job Supervisor's Comments

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Training Record Summary

Certificate II in Agriculture (Diary)

Dairy Production Unit

Unit RUAAG2520DYA [Participate in the workplace](#)

The Training Record of:

Elements of Competency	Assessor signature	Date	Supervisor signature	Date	Comments
Participate in work groups and teams					
Participate in workplace meetings					
Interact with others within and external to the workplace					
Resolve conflict in the workplace					

Trainee's Comments

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Assessor's Comments

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On the Job Supervisor's Comments

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Training Record Summary

Certificate II in Agriculture (Diary)

Dairy Production Unit

Unit RUAAG2521DYA [Carry out basic fencing operations](#)

The Training Record of:

Elements of Competency	Assessor signature	Date	Supervisor signature	Date	Comments
Maintain basic fencing tools					
Make repairs to farm fences					
Dismantle an existing wire fence					
Install sundry electric farm fences					

Trainee's Comments

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Assessor's Comments

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On the Job Supervisor's Comments

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Training Record Summary

Certificate II in Agriculture (Diary)

Dairy Production Unit

Unit RUAAG2523DYA [Handle, move and draft livestock](#)

The Training Record of:

Elements of Competency	Assessor signature	Date	Supervisor signature	Date	Comments
Drove livestock					
Draft livestock					
Handle distressed livestock					
Restrain and lift livestock					
Permanently identify and weigh livestock					
Keep farm animal records					

Trainee's Comments

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Assessor's Comments

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On the Job Supervisor's Comments

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Training Record Summary

Certificate II in Agriculture (Diary)

Dairy Production Unit

Unit RUAAG2524DYA [Perform basic health care](#)

The Training Record of:

Elements of Competency	Assessor signature	Date	Supervisor signature	Date	Comments
Identify animals with basic health problems					
Isolate animals for treatment					
Administer treatments to livestock					

Trainee's Comments

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Assessor's Comments

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On the Job Supervisor's Comments

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Training Record Summary

Certificate II in Agriculture (Diary)

Dairy Production Unit

Unit RUAAG2525DYA [Purchase and receive farm supplies](#)

The Training Record of:

Elements of Competency	Assessor signature	Date	Supervisor signature	Date	Comments
Purchase minor supplies					
Receive farm supplies					

Trainee's Comments

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Assessor's Comments

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On the Job Supervisor's Comments

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Training Record Summary

Certificate II in Agriculture (Diary)

Dairy Production Unit

Unit RUAAG2526DYA [Rear calves](#)

The Training Record of:

Elements of Competency	Assessor signature	Date	Supervisor signature	Date	Comments
Identify calves					
Prepare equipment, facilities and supplies for calf rearing					
Establish new calves in the feeding system					
Feed calves					
Maintain calf health					
Wean calves					

Trainee's Comments

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Assessor's Comments

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On the Job Supervisor's Comments

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Training Record Summary

Certificate II in Agriculture (Diary)

Dairy Production Unit

Unit RUAAG2527DYA [Assist with calving](#)

The Training Record of:

Elements of Competency	Assessor signature	Date	Supervisor signature	Date	Comments
Monitor cows close to calving					
Assist cows at calving					
Report on progress and abnormalities					

Trainee's Comments

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Assessor's Comments

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On the Job Supervisor's Comments

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Training Record Summary

Certificate II in Agriculture (Diary)

Dairy Production Unit

Unit RUAAG2528DYA [Carry out milk harvesting](#)

The Training Record of:

Elements of Competency	Assessor signature	Date	Supervisor signature	Date	Comments
Carry out basic maintenance					
Monitor cow behaviour in the shed					
Handle cows unsuitable for milking					
Complete required documentation					

Trainee's Comments

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Assessor's Comments

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On the Job Supervisor's Comments

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SECTION 4

QUALIFICATION RULES FOR CERTIFICATE II IN AGRICULTURE (DIARY) (RUA20498)

Extract from VTO website <http://apprenticeship.det.nsw.edu.au/trainingpackage/tpalignment/htms/lmt.htm>

Gaining a Qualification: Dairy

A qualification formally recognises the level and range of competency of an individual.

A qualification is constructed around a point score based on achievement of Units of Competency.

The points for each Unit of Competency correspond to its level.

For Example:

- AQF Level 1 Unit of Competency = 1 point
- AQF Level 2 Unit of Competency = 2 points
- AQF Level 3 Unit of Competency = 3 points
- AQF Level 4 Unit of Competency = 4 points
- AQF Level 5 Unit of Competency = 5 points
- AQF Level 6 Unit of Competency = 6 points
- (Except AG2005CH – AG2012CH= 0.5 points each)

For this industry, units of competency (other than AGCORE 1-6 and AG2005-2012CH) that are aligned to a particular qualification carry a point value equal to the AQF level of that qualification. Units used in other qualifications maintain the points value from their initial alignment. For general qualifications in agriculture, units are valued at the points level indicated by the first numeral in the unit code (refer following examples).

RUA AG1070PM A – Implement pest control programs (This unit has a value of one point)

RUA AG4202BM A – Deliver and review training (This unit has a value of four points)

Mandatory units

Six mandatory units are required at the first four levels of qualifications because these competencies are practised at each of these levels of work. The core units that are required as a mandatory part of the Certificates I to IV are as follows:

RUA AGCORE1 A	Meet industry requirements
RUA AGCORE2 A	Follow enterprise OHS procedures
RUA AGCORE3 A	Use hazardous substances safely
RUA AGCORE4 A	Communicate in the workplace

RUA AGCORE5 A	Act to minimise emergencies
RUA AGCORE6 A	Plan daily work routine

These units are relevant within the Certificate I in Agriculture. For someone who enters the industry at a higher level, competency in these units is needed to be established to complete the requirements for the higher level qualification. For this reason these units are not part of the points system for the Agriculture packaging and qualifications.

The Farm Chemicals Users Training Program encompasses the underpinning knowledge and skills for the units of competency RUA AG2005CH A – RUA AG2012CH A. Successful completion of this training program satisfies licensing requirements to purchase and use agricultural/veterinary chemicals.

Achievement of the performance criteria for these units of competency – as determined through Workplace Assessment – will contribute a total of 4 points towards an AQF qualification.

To achieve a qualification in Agriculture (Dairy) the following rules apply:

Certificate II in Agriculture (Dairy) (RUA 2 04 98)

Total score required = 29 points with

6 mandatory Units;

27 points from Dairy Production Unit of Competency at level 2 *;

2 points from other Rural Units of Competency (any level).

*The 27 points must come from the following AQF 2 units of competency:

RUA AG1070PM A	Implement pest control programs
RUA AG1100EO A	Operate equipment
RUA AG2005CH A	Maintain supplies of chemicals and biological agents
RUA AG2007CH A	Prepare chemicals and biological agents
RUA AG2008CH A	Maintain equipment for chemical/biological agents
<i>RUA AG2009CH A</i>	<i>Apply chemicals and biological agents</i>
RUA AG2010CH A	Clean up following application of chemicals and biological agents
RUA AG2011CH A	Manage a chemical spillage/leakage
RUA AG2012CH A	Notify authorities of a chemical spill
RUA AG2100EO A	Operate ride-on farm vehicles

RUA AG2102EO A	Operate tractors
RUA AG2520DY A	Participate in the workplace
RUA AG2521DY A	Carry out basic fencing operations
RUA AG2523DY A	Handle, move and draft livestock
RUA AG2524DY A	Perform basic health care
RUA AG2525DY A	Purchase and receive farm supplies
RUA AG2526DY A	Rear calves
RUA AG2527DY A	Assist with calving
RUA AG2528DY A	Carry out milk harvesting