



**AHCSS00075**

**Basic Beekeeping Skill Set**

**Student Information**

## Introduction:

This Skill Set of units comprise of six of the eighteen units required to complete the AHC31818 Certificate III in Beekeeping qualification and provide credit towards this qualification.

You will learn basic skills and knowledge required to operate a beehive or small apiary. The following is a brief description of the units you will be trained in:

- **AHCBEK203 Open and reassemble a beehive**  
This unit of competency describes the skills and knowledge required to open and reassemble a beehive to carry out routine bee husbandry and related tasks. The unit applies to individuals that undertake routine beekeeping tasks. This includes identifying and providing solutions to a limited range of predictable problems.
- **AHCBEK205 Prepare and use a bee smoker**  
This unit of competency describes the skills and knowledge required to use a bee smoker when undertaking bee husbandry tasks. The unit applies to individuals who operate a bee smoker. This includes identifying and providing solutions to a limited range of predictable problems.
- **AHCBEK206 Assemble and maintain beekeeping components**  
This unit of competency describes the skills and knowledge required to safely assemble and disassemble beehives, identify and repair damaged components, and treat hive components according to biosecurity and legislative requirements. The unit applies to beekeepers who work under routine supervision. This includes identifying and providing solutions to a limited range of predictable problems.
- **AHCBEK302 Manipulate honey bee brood**  
This unit of competency describes the skills and knowledge required to manipulate a honey bee brood to improve efficiencies in apiaries. The unit applies to beekeepers who work under broad direction and take responsibility for their own work. They use discretion and judgement in the selection, allocation and use of available resources and to solve problems
- **AHCBEK304 Remove a honey crop from a hive**  
This unit of competency describes the skills and knowledge required to separate bees from ripe honey comb and remove the full comb from the hive for transport to the extracting facility.
- **AHCBEK313 Manage pests and disease within a honey bee colony**  
This unit of competency describes the skills and knowledge required to inspect a honey bee colony for indicators of disease or evidence of pests, and take appropriate follow-up action.

## What are the benefits for official training for WA beekeepers?

A National Beekeeping Qualification formally recognises the competency of an individual against an identified industry standard.

Formal qualifications for WA beekeepers and honey packers will build the capacity of the honey industry that presents professional recognition from industries, professional associations and government departments. The beekeeping skill set package presents competency-based training and assessment that will provide career pathways for school-based trainees, workers undertaking

traineeships or apprenticeships, and existing workers through on-the-job or off-the-job training or flexible training programs.

The benefits for beekeeping training are:

- National recognised qualifications
- Increased skill and knowledge
- Provides career pathways
- Person/job satisfaction
- Build confidence and self esteem
- Personal development
- Credibility
- Industry requirements – *with an increasing focus on industry standards and legislative requirements by domestic and export markets, a formal qualification will increase your opportunities as an approved supplier and promote consumer confidence*

### **Recognised Prior Learning: *How will skills recognition fit into the training program?***

The RPL process takes into account all relevant skills, knowledge and experience that you have regardless of the way you got them. This includes experience and training you have gained through paid work, volunteer work, and previous training and/or life experiences. Through the assessment process you may be able to gain a complete qualification or, if you have gaps in your knowledge, parts of a qualification which you can then complete with additional training.

Skills recognition and prior learning will be provided as part of the WA beekeeping training programme. An interview can be conducted to provide evidence for the recognition process.

### **How to apply for RPL: *Gather your documentation***

Gather all the documentation about your skills and experience that will assist the assessor with deciding if you have the skills and knowledge to gain RPL for either a unit or a full qualification. You will be required to answer some knowledge-based questions and if gaps in your evidence are identified practical activities will be required to demonstrate skills competency. The documentation you gather may include:

- General employment documents
- Resume
- Position description or job description
- Results of any assessments
- Details of in-house courses, training programs, orientation, induction
- References or letters from employers and or supervisors
- Workplace documents
- Diaries/task sheets
- Samples of documents that you have produced
- Emails/letters
- Occupational Health & Safety documentation
- Copies of presentations
- Photos (dated)

## Course Timeline:

The Basic Beekeeping Skills set will be delivered using blended training method over a sixteen-week period. Face to face classes including practical assessments will be held and undertaken over an eight-week period for one day per week and self-learning and completion of knowledge-based assessments will be undertaken over the following eight-week period. Students may request additional self-learning time if required subject to assessor approval. Course commencement dates are to be advised.

Note: the delivery period is flexible and open to adjustment as required.

## Enrolment Process

- The enrolment process is necessary so that Yanchep Institute can include your required information including your Unique Student Identifier number in the data that it is required to report about student participation and outcomes in Vocational Education and Training.
- Your completed enrolments form will be forwarded to the RTO Administrator and once processed, your application status will be confirmed and communicated to you.

## Fees and Refunds

A complete copy of Yanchep Institute's Fees Policy is provided with the enrolment pack and is also available on request.

Yanchep Institute (YI) will manage the process of collecting fees and providing refunds to Learners of nationally recognised training programs, including Recognition of Prior Learning in a manner that is fair and transparent and addresses the requirements of the Standards for Registered Training Organisations 2015. (Standard 5 Clause 5.3; Standard 7 Clause 7.3 and Schedule 6)

Refunds will be paid to Learners according to the following schedule:

- 100% refund should Yanchep Institute cancel the delivery of services
- 100% refund if withdrawal for any reason 48 hours prior to the delivery of services less \$100 administration fee
- Partial refund at the discretion of Yanchep Institute for withdrawal due to uncontrollable event (sickness, accident, serious family incident, etc) after the commencement of delivery of training. Evidence such as medical certificate may be required. An administration fee of \$100 will be deducted from any refund.
- If student transfers to another date, no loss of fees will apply.
- Pro rata refund for units not yet commenced for withdrawal for any reason other than those set out above
- Variations to these refund conditions may be made by the Executive Manager where exceptional circumstances occur.
- All refunds are to be processed within 5 working days of the withdrawal advice using the same method for refund as was used for payment (i.e. cash to cash, eftpos to eftpos etc).

## Resources

PPE will be provided to students however steel toe capped boots are to be provided by the students.

Two learner resources are required for this course:

- Australian Beekeeping Guide which can be downloaded free of charge at <https://www.agrifutures.com.au/wp-content/uploads/publications/14-098.pdf>
- The Australian Beekeeping Manual by Robert Owen. ISBN 9781921966880. Purchased from <https://www.booktopia.com.au> for approx. \$45.50 or as an eBook for \$14.99

## Assessments

Assessments will be conducted using a variety of methods. Such methods may include observation of practical demonstration of skills and verbal or written questions. Learners will be given two further opportunities to demonstrate competence if he or she does not reach competence on the first attempt.

## Grievance Policy

While YI will work with you to ensure that your experience and outcomes meets your expectations, we understand that sometimes differences do occur that need to be resolved.

Students who feel aggrieved about any matter to do with their experience or services, or assessment outcomes should raise the concern with the RTO so that it can be addressed.

If you at any time have an issue please discuss it with the Yanchep Institute and we will work with you to resolve it.

Alternatively, you may put your issues in writing so that they can be addressed in accordance with the RTO Complaints and Appeals Policy. A copy of our policy is available from the Administrator or RTO Manager.

Issues will be expected to be resolved within 60 days. If 60 days have passed and the issue is still unresolved, an external organisation will handle the complaints as outlined in the Complaints and Appeals Policy.

## Student Responsibilities

- You are required to advise us if you are unable to meet any of your scheduled sessions.
- You must tell us if there is anything that you believe will affect your ability to safely participate in assessment activities or operate equipment, or if you require support to undertake your assessments.
- You must provide us with correct personnel details including your address.
- We request you treat our RTO staff and others associated with the RTO in a courteous and respectful manner.
- You must wear the required personal protective equipment (PPE) for all practical training.
- You must comply with all applicable regulations & legislation as advised by the RTO.
- You must inform Yanchep Institute of any bee allergies prior to commencing the course.

## Yanchep Institute Responsibilities

Our responsibilities to you require us to assist you in all reasonable ways to obtain the nationally recognised training program in which you enrol. In doing this we will:

- ensure that our environments are safe and relevant for the program needs
- that you are provided with information that explains the assessments you will participate in and the outcomes of these assessments
- ensure we meet the obligations of the services that are included in your enrolment form
- provide you with advanced notice of any changes to the services to be provided.
- respect the privacy of information you provide us

## Privacy Policy

Yanchep Institute RTO 52780 (“YI”, “we”, “our”, “us”) is committed to protecting your privacy and ensuring the confidentiality of the personal information we collect. As an Australian Registered Training Organisation (RTO), we comply with Australian Privacy Laws and all applicable regulations governing the collection, use, and management of personal data.

Yanchep Institute RTO 52780 values the confidentiality of all personal information entrusted to us. We only collect and retain personal data that is essential for the effective operation of Yanchep Institute as a Registered Training Organisation (RTO) or as required by law.

Access to personal information is strictly limited to authorised personnel with a clear business need. All personnel with access to personal information must:

- Use the data solely for its intended purpose.
- Maintain strict confidentiality.
- Never share personal information within or outside the RTO without proper authorisation.

For funded students will always be informed that we may disclose personal data for statistical, regulatory, or research purposes as required by funding and compliance obligations.

### **Information We Collect**

We may collect the following types of personal information:

- Full name, address, and date of birth.
- Contact details, including phone number and email address.
- Employment and academic records.
- Financial details related to course enrolments and funding.
- Information required for government reporting and compliance.

Personal information is collected directly from individuals or from authorised third parties, such as funding bodies or government agencies, where applicable.

### **How We Use Your Information**

Yanchep Institute collects and uses personal information to:

- Deliver high-quality training and education services.
- Ensure compliance with regulatory and legal requirements.
- Maintain accurate records for students and employees.
- Communicate with students, employees, and other stakeholders.

We will never disclose your personal information without your consent, except where required by law or regulation.

### **Procedure for Disclosure**

To ensure your privacy, YI follows a strict procedure before disclosing personal information:

1. Obtain written authorisation for disclosure from the CEO.
2. Contact the client to request and obtain written consent.
3. Provide the requested information only if steps 1 and 2 have been completed.

### **Proof of Identity**

Individuals seeking access to their personal information must provide the following proof of identity:

- Full name.
- Current address.

- Date of birth.

Requests for access to personal information can be submitted to the Training Manager, [info@yanchepinstitute.com.au](mailto:info@yanchepinstitute.com.au).

### **Data Security**

Yanchep Institute employs robust technical and administrative measures to protect personal information from unauthorised access, disclosure, alteration, or destruction. Access is limited to authorised personnel with a legitimate business purpose.

### **Your Rights**

Under Australian privacy laws, you have the right to:

- Access your personal information.
- Request corrections to your information if it is inaccurate or incomplete.
- Withdraw consent for data collection or usage, subject to legal or regulatory requirements.

If you wish to exercise your rights or have concerns about how we manage your personal information, please contact us at:

#### **Yanchep Institute**

Suite 6, 128 Yanchep Beach Road, Yanchep WA 6035

Email: [info@yanchepinstitute.com.au](mailto:info@yanchepinstitute.com.au)

Phone: 08 9544 3901

### **Changes to this Privacy Policy**

We may update this Privacy Policy from time to time to reflect changes in our practices or legal obligations. The updated policy will be posted on our website, and the effective date will be noted at the top.

**Freedom of information.** As per Freedom of Information Act.

### **Language, literacy and numeracy evaluation and support**

A language, literacy and numeracy training needs analysis must be attempted by the learner prior to commencement to enable learning needs to be assessed. Learners must only complete what they are able (this is not a test). Any learning needs identified will be addressed by the trainer/assessor and suitable strategies put in place to assist the learner.

### **Learner support**

Yanchep Institute is mindful that some learners may experience difficulty with aspects of certain course material. Flexible learning strategies will be employed to accommodate individual differences. Where a learner still feels he or she is not coping, they should approach the Trainer/Assessor concerned and every reasonable effort will be made to assist. This may involve seeking the assistance of another agency and extra fees may apply.

**GOOD LUCK and ENJOY THE COURSE!**