Yanchep Institute
A Yanchep Beach Joint Venture Initiative

AHC21024

CERTIFICATE II in CONSERVATION & ECOSYSTEM MANAGEMENT

Student Information

INTRODUCTION:

AHC21024 Certificate II in Conservation and Ecosystem Management is an entry-level qualification designed for individuals seeking foundational skills and knowledge in land management, environmental conservation, and natural resource sustainability. This course introduces learners to practical techniques used in managing natural landscapes, restoring habitats, controlling weeds and pests, and protecting biodiversity.

Ideal for those interested in working outdoors and contributing to the protection of Australia's unique ecosystems, this qualification can lead to roles in local councils, national parks, land care groups, and environmental organisations. It also serves as a pathway to further studies in conservation, land management, or environmental science.

The following is a brief description of the fifteen units of competency you will be trained in:

- **AHCWHS202 Participate in workplace health and safety processes**

  This unit of competency describes the skills and knowledge required to recognise and report hazards in the workplace and follow workplace health and safety procedures and directions.

  The unit applies to individuals who participate in workplace health and safety processes under general supervision with limited autonomy or accountability.

- **AHCWRK211 Participate in environmentally sustainable work practices**

  This unit of competency describes the skills and knowledge required to participate in environmentally sustainable work practices. The unit applies to individuals who participate in environmentally sustainable work practices under general supervision with limited autonomy or accountability.

- **AHCBIO203 Inspect and clean machinery, tools and equipment to preserve biosecurity**

  This unit of competency describes the skills and knowledge required to inspect and clean machinery, tools and other equipment, including vehicles, of material that may contribute to the spread of biosecurity threats. The unit applies to individuals working in a broad range of job contexts who undertake defined routine activities under supervision. They exercise limited autonomy within established and well-known parameters, providing solutions to a limited range of predictable problems.

- **AHCNSY206 Care for nursery plants**

  This unit of competency describes the skills and knowledge required to maintain and care for containerised nursery plants, including preparing for work, maintaining the nursery environment and plants, and completing plant maintenance operations. The unit applies to individuals who care for nursery plants under general supervision with limited autonomy or accountability.

- **AHCNSY207 Undertake propagation activities**

  This unit of competency describes the skills and knowledge required to prepare for plant propagation, assist with plant propagation and complete propagation activities. The unit applies to individuals who undertake propagation activities under general supervision with limited autonomy or accountability.

- **AHCCHM201 Apply chemicals under supervision**

  This unit of competency describes the skills and knowledge required to handle, transport, and apply chemicals under supervision using workplace specified chemicals and application equipment. The unit applies to individuals working in a broad range of job contexts who undertake defined routine activities under supervision. They exercise limited autonomy within established and well-known parameters, providing solutions to a limited range of predictable problems.

- **AHCLSC210 Install tree protection devices**

  This unit of competency describes the skills and knowledge required to protect trees during construction work by installing protective devices. The unit applies to individuals who install tree protection devices under general supervision with limited autonomy or accountability.

- **AHCPGD207 Plant trees and shrubs**

  This unit of competency describes the skills and knowledge required to manually plant trees and shrubs and other containerised and bare-rooted plants, including preparing, inspecting and planting trees and shrubs and completing planting work. The unit applies to individuals who plant trees and shrubs under general supervision with limited autonomy or accountability.

- **AHCSOL203 Assist with soil or growing media sampling and testing**

  This unit of competency describes the skills and knowledge required to assist with the sampling and testing of soil or growing media, including collecting soil or media samples, performing basic tests on soil or media samples, and completing sampling and testing activities. The unit applies to individuals who assist with soil or growing media sampling and testing under general supervision with limited autonomy or accountability.

- **AHCPMG202 Treat plant pests, diseases and disorders**

  This unit of competency describes the skills and knowledge required to recognise plant pests, diseases and disorders, determine the treatment options and apply treatments under supervision. The unit applies to individuals working in a broad range of job contexts who undertake defined routine activities under supervision. They exercise limited autonomy within established and well-known parameters, providing solutions to a limited range of predictable problems.

- **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 Yanchep Institute 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 Yanchep Institute and providing solutions to a limited range of predictable problems.

- **AHCPGD209 Prune shrubs and small trees**

  This unit of competency describes the skills and knowledge required to prune shrubs and small trees that are less than three meters in height, including identifying pruning requirements, undertaking pruning and completing pruning work. The unit applies to individuals who prune shrubs and small trees under general supervision with limited autonomy or accountability.

- **AHCPCM204 Recognise plants**

  This unit of competency describes the skills and knowledge required to recognise commonly encountered plants, including desired species and weeds, and to document and confirm plant identification. The unit applies to individuals who recognise plants under general supervision with limited autonomy or accountability.

- **AHCPMG201 Treat weeds**

  This unit of competency describes the skills and knowledge required to recognise common weed species and apply a range of weed treatments and control options. The unit applies to individuals working in a broad range of job contexts who undertake defined routine activities under supervision. They exercise limited autonomy within established and well-known parameters, providing solutions to a limited range of predictable problems.

What are the benefits for official training for conservation and ecosystem managers?
If you're passionate about protecting Australia's unique environment, this nationally recognised course is a great place to start.

You'll learn practical, hands-on skills in areas like land and water conservation, native plant and animal care, weed and pest control, beekeeping and working on parks, reserves or natural areas.

This course prepares you for entry-level jobs or a future traineeship in the conservation and land management industry. You can also continue with further study to build a long-term career in this field.

The benefits of the training are:

- Nationally recognised qualifications
- Increased skills and knowledge
- Provides career pathways
- Person/job satisfaction
- Builds 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

National Recognition
Yanchep Institute recognises AQF qualifications and Statements of Attainment that have been issued by other RTOs according to its regulating bodies requirements. Credit transfer may be applied to Units of Competency and related qualifications that have been studied in the past. To apply for a direct credit transfer you will need to supply a certified copy your documentation (certificates and/or statements). Yanchep Institute is required to verify your certificate with the issuing RTO.

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 Conservation and Ecosystem Management training program. An interview will 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
- Workplace Health & Safety documentation
- Copies of presentations
- Photos (dated)

Course Timeline:

The Cert II Conservation and Ecosystem Management course will be delivered face to face either for one day per week over 38 weeks or for two days per week over 19 weeks subject to majority student preferences, trainer availability and funding requirements. Training includes face to face classes with practical and theoretical activities and assessments. The ratio of theory to practical training is approximately 30:70 respectively. 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 forms will be forwarded to the YI 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 (Yanchep Institute) 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.

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. Beekeeping suits and gloves will be provided by Yanchep Institute for the beekeeping units. Learner guides and assessment documents will be provided by Yanchep Institute.

Industry Experts

At times, subject to availability, Yanchep Institute will engage industry experts to provide additional information to the students.

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 Yanchep Institute 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 YI 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 Feedback, Complaints and Appeals Policy. A copy of our policy is available from the Training Manager or Yanchep Institute 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 Feedback, 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 YI staff and others associated with YI 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 YI.
- You must inform YI 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 of information

Yanchep Institute is committed to respecting the confidentiality or its employees and student's personal information. It is Yanchep Institute policy to acquire and retain only employee/student personal data that is required for the effective operation of Yanchep Institute, or that is required by law.

Access to personal data is strictly limited to company personnel who have appropriate authority and where there is a clear business need for that information.

Those with access to personal employee or student data must only use it for the purposes for which it is collected and adhere to the highest standards of confidentiality in using it and never provide personal employee or student data to anyone inside or outside of Yanchep Institute without proper authorisation.

Yanchep Institute Privacy Policy prevents disclosure of client information without written consent of the client.

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 committed to providing all students with:

- equal opportunities to pursue their training and development and
- the support needed to make choices about the RTO and the training that they feel is right for them.

YI support policy and procedure is to be used by Yanchep Institute to integrate access and equity principles into all training and assessment activities it conducts or is conducted on its behalf and describes how learners will be managed and supported from pre-enrolment to the completion of assessments and their training.

The aim of the policy is to remove barriers and to open up developmental opportunities for all students by creating a training environment that is free from discrimination, harassment, bigotry, prejudice, racism and offensive behaviour.
All students will receive fair and equitable treatment in all aspects of training and employment without regard to political affiliation, race, colour, religion, national origin, sex, marital status or physical disability.

The enrolment, support and management of learners is fundamental to them achieving satisfactory outcomes by participating in nationally recognised training programs with Yanchep Institute. Yanchep Institute will ensure all students are supported to enable them to achieve their highest level of competence.

Yanchep Institute is committed to ensuring learners are both successful and satisfied with having chosen Yanchep Institute for delivery of their training. Learners will be managed in ways that are fair and flexible and take into account their individual needs as well as meeting the requirements of their chosen qualification.

Yanchep Institute undertakes to ensure learners are provided with a safe environment in which to undertake their training and assessments. Yanchep Institute is committed to being a Child Safe organisation and complies with the ten National Principles for child safety.

Information and feedback will be obtained from learners participating in Yanchep Institute programs to determine the levels of learner satisfaction so that services can be continually reviewed and improved.

Information obtained from learners will be treated in a confidential manner and learners will have timely and ongoing access to information about their progress and outcomes. Yanchep Institute will only collect and use information obtained about learners for the process of delivering services and for reporting required information to relevant regulatory authorities.

Yanchep Institute provides a lift as well as staircases to provide all students access to the computer and class rooms.

GOOD LUCK and ENJOY THE COURSE!