

AHCSS00186 Administrator in Mined Land Rehabilitation Skill Set

(was AHCSS00123)

Following strategic revisions of the AHC Training Package by unit sector, several qualifications and skill sets require updating to include the improved units.

Skills Insight is seeking comment from those who may be impacted by the replacement of the units so that disruptions can be minimised. These updates are not to change the intent of the qualifications, simply to include units already consulted on with stakeholders to better meet skills needs.

Below is an updated version of Administrator in Mined Land Rehabilitation Skill Set as well as a summary of the updates made to units within it.

This document provides a list of units of competency to be updated in this skill set and includes notes on changes between the current and updated units. Other units are not included as they don't need to be changed.

Acronyms:

E – Equivalent

NE - Not Equivalent

PC – Performance Criteria

PE – Performance Evidence

KE – Knowledge Evidence

AC – Assessment Conditions

AHC - Agriculture, Horticulture and Conservation and Land Management Training Package

Key:

Superseded units / recommended replacements

New unit

~~Proposed deletion~~ - deleted units/units proposed for deletion

Modification History

Release	Comments
Release 1	<p>This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 10.0.</p> <p>Supersedes and (equivalency to be confirmed) <i>AHCSS00123 Administrator in Mined Land Rehabilitation Skill Set</i>. Skill Set requirements updated.</p>

<p>Description</p> <p>This skill set provides basic skills and knowledge for administrative support on mined land rehabilitation projects in the conservation and ecosystem management industry.</p>
<p>Pathways Information</p> <p>These units of competency provide pathways into a range of Certificate III and Certificate IV qualifications in the <i>AHC Agriculture, Horticulture and Conservation and Land Management Training Package</i> including Certificate III in Conservation and Ecosystem Management.</p>
<p>Licensing/Regulatory Information</p> <p>No licensing, legislative or certification requirements apply to this skill set at the time of publication.</p>
<p>Skill Set Requirements</p> <ul style="list-style-type: none"> • AHCBUS408 Operate within a budget framework • AHCOCM303 Follow Aboriginal and/or Torres Strait Islander cultural protocols • AHCWRK317 Coordinate work site activities • BSBPMG427 Apply project procurement procedures • BSBTEC301 Design and produce business documents
<p>Target Group</p> <p>This skill set is for individuals who provide administrative support for projects in mined land rehabilitation. They are administrators who require skills in a rural or remote setting and generally work on site or in an office environment off site.</p>
<p>Suggested words for Statement of Attainment</p> <p>These competencies from the <i>AHC Agriculture, Horticulture and Conservation and Land Management</i> and <i>BSB Business Services Training Packages</i> meet industry requirements for administrative support workers on mined land rehabilitation sites.</p>

Skill Set: AHCSS00186 Administrator in Mined Land Rehabilitation Skill Set (was AHCSS00123)

Current Unit	Replacement Unit	Equivalence	Notes on change
AHCILM306 Follow Aboriginal cultural protocols	AHCOCM303 Follow Aboriginal and/or Torres Strait Islander cultural protocols	NE	<p><u>Title and Application</u> updated</p> <p><u>Elements</u> and <u>Performance Criteria</u> revised for clarity and update of terminology</p> <p><u>Foundation Skills</u> added (Reading and Oral communication)</p> <p><u>Performance Evidence</u> and <u>Knowledge Evidence</u> revised for clarity and update of terminology</p> <p><u>Assessment Conditions</u> – Information about expertise of the workplace assessor has been updated</p>
AHCWRK305 Coordinate work site activities	AHCWRK317 Coordinate work site activities	NE	<p><u>Elements</u> - unchanged</p> <p><u>Performance Criteria</u></p> <p>1.5 Identify potential hazards and risks, and implement safe working practices to manage risks, in place of, ‘carry out work health and safety risk assessment’.</p> <p>2.1, 2.2 and 2.3 now include ‘confirm with supervisor’ when organising resources</p> <p><u>Foundation Skills</u> added (Writing, Oral communication and Numeracy)</p> <p><u>Range of Conditions</u> - removed completely</p> <p><u>Performance Evidence</u> - minor changes</p> <p><u>Knowledge Evidence</u></p> <p>Change to wording with respect to WHS. Now states “<i>workplace requirements applicable to health and safety in the workplace for coordinating work site activities</i>”.</p> <p><u>Assessment Conditions</u> - updated</p>

DRAFT