

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 required updating to include the improved units.

Feedback from the recent consultation phase has not resulted in any further changes to this skill set.

The skill set equivalency status has now been added. Due to the equivalency changes of the units, the skill set has been deemed not equivalent.

We are now seeking final validation of this skill set. To validate, please use the survey link on the project webpage.

The units of competency updated in this skill set are highlighted, please see notes on changes between the current and updated units at the end of this document for more information.

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 10.0. Supersedes and not equivalent to <i>AHCSS00123 Administrator in Mined Land Rehabilitation Skill Set</i> . Skill Set requirements updated.

Key:

Superseded units / recommended replacements

New unit

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

<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>

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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

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</u> and <u>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>
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