



NSW DEPARTMENT OF
PRIMARY INDUSTRIES

MURRUMBIDGEE
RURAL STUDIES CENTRE



Campus of Tocal College
Registered Training Organisation 91166

Your Skills Create Your Future!

Skills Recognition Program
in
Agricultural Management

Handbook 2009

Table of Contents

Disclaimer.....	3
Introduction.....	4
About the Qualifications	5
Six Steps to Skills Recognition	6
Methods of Assessment	7
Cost	7
Enrolment	8
Skills recognition fees policy.....	8
Demonstrating Your Skills	9
Resume Format	10
ASSESS Sheets	11
Example ASSESS Sheet – Certificate IV	12
Example ASSESS Sheet – Diploma	14
Tips and Hints	15
Frequently Asked Questions	16
Evidence Declaration	18
College Policies	19
Code of Practice for Assessors	21
Application Form	22

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Tocal College

Tocal College is the Registered Training Organisation (RTO) of NSW Department of Primary Industries. The two campuses of the college include Murrumbidgee Rural Studies Centre in the Riverina, and CB Alexander Campus in the Hunter Valley.

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Introduction

Skills Recognition is a process which counts skills, experience and knowledge that you have already gained, towards a nationally recognised qualification.

Skills

When you can do something properly and confidently you can say you are *skilled*.

You already use many skills to survive in everyday living to:

- Carry out your job
- Contribute to family life
- Be active in the community
- Manage your personal affairs

Qualifications

A qualification is simply a formal recognition of your skills. The chances are that most workers and business people have built up a range of skills and abilities in the workplace through experience, formal and informal training and workshops. This 'bank' of skills, knowledge and abilities you have developed can now be measured against nationally recognised industry standards. Murrumbidgee Rural Studies Centre, a campus of Tocal College, has set up a process to help people in the rural and related industries to appraise their skills and abilities against these nationally recognised standards.

Why bother?

Going through this Skills Recognition process:

- Identifies the skills and knowledge used in both work and life.
- Enhances self-confidence.
- Highlights opportunities for personal and professional development.
- Shows that many skills are transferable to other roles or careers.
- Presents evidence for a National Qualification.
- Establishes a springboard into other areas, such as university courses, consultancy roles, roles on boards and committees, scholarships and grants, etc.
- Assists in demonstrating that you are complying with your Duty of Care.
- Demonstrates professionalism that can assist in applications for promotion or new job applications (either to complement your current role or in a new career).

This manual

The aim of this manual is to show you how to have your skills formally recognised, to obtain qualifications in agriculture based on these skills, and to consider your future training needs.

This manual will assist you in working towards the following qualifications:

- Certificate IV in Agriculture
- Diploma of Agriculture, or
- Advanced Diploma of Agriculture

About the Qualifications

To apply for Skills Recognition you need to compare your knowledge and skills with the competency standards and decide if you have the necessary level of competence. This is called self-assessment.

This table shows how the qualifications offered fit into the Australian Qualifications Framework (AQF).

Qualification	AQF Level	Workplace Title
Certificate IV	4	Supervisor/Owner Operator/Team Leader
Diploma	5	Business Manager/ Owner Operator of large property
Advanced Diploma	6	Company Director/ Industry Leader

The structure of the Certificate, Diploma and Advanced Diploma are as follows:

Certificate IV in Agriculture

A total of **12 units** of competency must be completed

- Select 10 units from Group B
- Select 2 additional units from Group B and/or C

A List of units will be supplied by the co-ordinator, on registering your interest and identifying the qualification you will enrol in.

Diploma of Agriculture

A total of 10 units of competency must be completed

- Select 8 units from Group B
- Select 2 additional units from Group B and/ or C

A List of units will be supplied by the co-ordinator, on registering your interest and identifying the qualification you seek to gain.

Advanced Diploma of Agriculture

A total of 8 units of competency must be completed

- Select 6 units from Group B
- Select 2 additional units from Group B or Group C

A List of units will be supplied by the co-ordinator, on registering your interest and identifying the qualification you seek to gain.

As you can see you have two groups of Units from which to make your selection. You have some flexibility within Group B to select Units that suit your interests and expertise. Group C allows you to choose any unit from this or other Training Packages to achieve the required number of units toward your qualification. Further information can be obtained from the **Skills Recognition Co-ordinator**.

You are free to select any of the Group C Units from one of the following Training Packages: Conservation and Land Management, Rural Production, Amenity Horticulture or Business Services Training Packages. If ASSESS sheets for the Units you wish to include in your qualification are not included in the separate booklet, please contact the Skills Recognition Co-ordinator for further details.

Methods of Assessment

Assessment for Skills Recognition can be carried out two different ways:

1. **Desk Audit.** You can prepare a written submission following the guidelines in this booklet and the ASSESS Sheets. This is forwarded to the Skills Recognition Co-ordinator at Tocal for review and assessment. If there are any deficiencies in the case or further evidence is required, you will be given detailed feedback and advice to help you complete your case. This process takes some time and effort to collect and present your case effectively.
2. **Interview.** You can arrange an appointment with the Skills Recognition Co-ordinator for an interview at your workplace or home. (Conditions apply to the availability of this service). The Skills Recognition Co-ordinator will visit you and review the evidence you present to support your case. In most cases the assessment takes 3 to 4 hours and does not require as much preparation as a detailed written submission.

Cost

Charges for Skills Recognition are based on a per Unit charge as outlined below.

An application fee and **minimum charge of \$750.00** must be paid when you register for Skills Recognition. The balance of fees must be paid on the day of interview. Assessment will not commence until payment has been received.

The fees are as follows:

Interview \$240.00 per Unit to a maximum of \$2400 for all three qualifications.

	Units of competency	By Interview at your place of work
Certificate IV	12 Units	\$2400.00
Diploma	10 Units	\$2400.00
Advanced Diploma	8 Units	\$2400.00

If you have completed an Accredited Unit (or Units) through Tocal College or any other Registered Training Organisation (RTO) a different fee applies. We will charge a Credential Administration Fee of \$60.00 per Unit and issue of a Statement of Attainment for Units of Competence by Mutual Recognition of qualifications issued by other RTOs.

Please note that this fee only applies where you can supply direct evidence by transcript or testamur that you have been assessed by an RTO and gained specified competencies under a current National Training Package. If you are unsure please contact the Skills Recognition Co-ordinator.

Enrolment

Complete the NSW DPI *Enrolment Form* and the *Course Registration and Payment Form* supplied by the Skills Recognition Co-ordinator, and forward with the application fee to the Co-ordinator.

- You will be given six months after enrolment in which to complete your application for skills recognition. After that period, we will archive your skills recognition case.
- Before we archive an incomplete case, we will give you the option of receiving a Statement of Attainment for units of competence that you have achieved. Those units will be charged at the rate per unit current at the time you enrol.
- Before we archive your case, we will give you one month's notice.

Skills Recognition Fee Policy

- The fee structure prevailing at the date of our first Invoice will apply for a period of twelve months from that date.
- Fees for Skills Recognition may increase from time to time without notice. If you apply for Skills Recognition after your enrolment has expired (after twelve months), then current fees as listed on the Total internet site will be charged.
- If you want your case reactivated, you will need to pay a fee of \$500. This \$500 will be deducted from the total cost of the skills recognition case, once the case has been finalised. Once we reactivate a case, the six months archive rule outlined above will again apply.

Demonstrating your Skills

To achieve any unit of competence you must demonstrate your skills and knowledge. It is important to gather evidence for all study units to confirm your achievements.

Decide how you will show the assessor that you have the experience, skills and knowledge specified in the Units you have chosen. This evidence can include:

- References from persons familiar with your achievements. This may include Management, Technical Specialist, fellow members of regional or local committees, work colleagues, or the members of a community service group (eg Rural Fire Service), social, sporting or community club where you have some involvement.
- Statement of attainment or attendance from a training course
- Personal resume including management or relevant experience
- Academic transcripts
- Position description for the job that you have
- Financial Plans you have developed
- Risk management plan
- Forms you have completed
- Various types of records e.g. Chemical Application, Property Plans, OH&S incident records
- Workplace reports, journals, diaries or calendar of events
- Photographic or written demonstration of achievements
- Staff evaluations from employers and employees
- Permits or licences you have
- Memberships held.

Where documentation is available, you should attach evidence of training and experience.

Not everything has to be produced in written form. The assessor can gather evidence to support your application by talking to you over the phone or on their visit to your workplace if arranged.

The idea is for you to demonstrate your knowledge and skill in the easiest possible way. It is acceptable if one piece of evidence covers several units. If you need several pieces of evidence to meet the requirements, that is also fine.

The role of the assessor is to assist you in demonstrating what you know, not what you don't know. The Assessor is also there to help you identify and develop your future training needs.

Resume Format

Below is a suggested format for a detailed resume:

Personal Details

- Name:** Insert your full name
- Home Address:** Insert full address
- Phone Numbers:** Insert work, mobile and home phone numbers
- Date of Birth:** Date of Birth

Qualifications:

Insert a list of all formal qualification held

Education:

List all formal education and training course you have completed. Start with the most recent: e.g.

- 2007 Certificate IV in Landcare and Natural Resources.
 2006 OH&S Certificate
 2005 Certificate III in Accountancy (TAFE)

And so on *back to your earliest educational qualification – school*

- 1986 Higher School Certificate
 1984 School Certificate

Employment history:

List each job you have held starting with the most recent or current employment:

- State the date of commencement of employment and the date of departure
- Full name of employer
- Job title
- Give a brief description of main duties.

Example:

June 1998 – Present:

Progress Pastoral Company

Crop Production Manager

Main duties:

- Plan crop plantings
- Assign staff to tasks
- Engage contractors
- Co-ordinate crop activities
- Organise harvesting and distribution of grain

References:

- List the names and contact numbers of referees. Make sure you contact the referees and ask if they are happy for you to use them as a referee.
- ❑ Provide written references if available

ASSESS Sheets

ASSESS Sheets are designed to assist you in identifying and organising the evidence you will need to supply for assessment for each Unit of Competency. The ASSESS Sheet is designed to be very flexible in allowing you to identify and present a wide variety of evidence to support your case for Skills Recognition for the Unit.

The ASSESS Sheet is set out as follow:

Unit Code and Unit Name:

- The Unit Code is a unique number assigned to the unit for administration purposes. There are thousands of Units across every different Industry Training Council. The Unit name is designed to accurately describe the content of the Unit.

Holistic Outcome:

- This is a brief description of the task or competence for which the Unit provided training and assessment.

Answers:

- Can you answer questions such as these? This section includes a series of questions relating to the competencies covered in the Unit. Answers to these questions will provide evidence of your skills, knowledge and experience.

Show:

- Can you show or demonstrate this particular unit to the assessor? At the time of a workplace visit it will be useful for the assessor to see you undertake tasks and processes which demonstrate your skills.

Samples:

Can you provide samples of your work in this unit? Examples can be anything that relates to the Unit:

- Reports
- Field notes
- Letters
- Plans
- Photos
- Meeting Minutes

Please don't discount any possible item which you think may be relevant as we are happy to consider most things.

Experience:

What is your experience in this unit? Provide a concise summary of your experience relating to the Unit.

Support:

Can you get support from others to help verify your competence? Letters of reference from clients, employers, colleagues or anyone else who can support your case are useful.

Study:

Have you done any formal or informal training in this unit? Please supply copies of Certificates, Statement of attainment and transcripts of course content (if available)

The following pages contain examples of ASSESS Sheets.

Example ASSESS Sheet – Certificate IV

RTE4104A: Develop livestock feeding plans

This unit covers the identification of stocks changing nutritional requirements and the steps taken to ensure appropriate nutrition and feed supply.

<p style="text-align: center;">A</p> <p style="text-align: center;">ANSWERS</p>	<p><i>Can you answer questions such as these?</i></p> <ul style="list-style-type: none"> • What information and process do you use to determine your stocks nutritional requirements and the nutritional value of your pasture and feedstuff? • What may cause the stocks feed requirements to change? • What are some of the essential components / requirements of your stocks diet? • What factors do you take into account when matching feed requirements to feed supply? • How do you monitor and assess pasture intake? • What nutrient deficiencies have occurred in the past? What has caused them? How have they been overcome? • What feed conservation strategies do you have in place for abnormal conditions? • What are your strategies for determining types of and minimising supplementary feeding costs? • Describe some of the advantages and disadvantages of purchasing feed. • What are the production consequences of not providing adequate nutrition? <p><i>Your assessor will use the above questions to initiate discussion during your assessment interview. Your responses will help confirm that you have the required breadth and depth of knowledge related to this unit.</i></p>
<p style="text-align: center;">S</p> <p style="text-align: center;">SHOW</p>	<p><i>Can you show or demonstrate this particular unit to the assessor? At the time of your workplace visit the assessor may want you to...</i></p> <ul style="list-style-type: none"> • Calculate feed requirements for a given situation. • Assess condition of stock using weight and fat scoring. • Assess pastures for grazing and estimate yield of dry matter and overview your grazing management strategy. • Overview your process of developing a feeding plan including a supplementary feeding program. • Overview the process of preparing a feed budget for your selected system of feeding. • Overview the process of documenting data for continual assessment and effective management planning.
<p style="text-align: center;">S</p> <p style="text-align: center;">SAMPLES</p>	<p><i>Can you provide samples of your work in this unit? At the time of your workplace visit please provide samples for the assessor such as:</i></p> <ul style="list-style-type: none"> • Feeding plans or notes / calculations that could be collated into a feeding plan. • Calculations indicating the relative costs of various feed strategies. • Records of grazing strategies. • A copy of your feeding budget. <p><i>Please note: The above are examples of the products and materials that would assist you to confirm your competency. They are listed as ideas to trigger your collation of evidence. Not all will be relevant to your situation.</i></p>

<p>E EXPERIENCE</p>	<p><i>What is your experience in this unit?</i></p> <p>Experience in developing livestock feeding plans is essential. Please prepare a dot point summary of relevant related activities in which you have been involved. The list must include details of any work or study related to developing livestock feeding plans.</p>
<p>S SUPPORT</p>	<p><i>Can you get support from others to help verify your competency?</i></p> <p>It will be important for your assessor to discuss and confirm your experience related to this unit with an appropriate observer. Your assessor will specifically refer to the performance criteria stipulated in this unit of competency.</p>
<p>S STUDIES</p>	<p><i>Have you done any formal or informal training in this unit?</i></p> <ul style="list-style-type: none"> • If you have undertaken relevant studies, the subject outlines and copies of your results should be made available. (eg TAFE subjects, Ag College units) • Your personal profile should list key seminars, workshops, conferences and other informal study activities that have assisted you to acquire this competency. Relevant programs would include those related to developing livestock feeding plans.

Example ASSESS Sheet – Diploma

RTE5807A Manage staff.

This competency standard covers the process of managing staff in an agricultural, horticultural or land management enterprise.

<p style="font-size: 48pt; text-align: center;">A</p> <p style="text-align: center;">ANSWERS</p>	<p><i>Can you answer questions such as these?</i></p> <ul style="list-style-type: none"> • What legislation, codes and national standards must you take into consideration when preparing employment arrangements, task identification and description and person specifications? • Do you use the same induction program for existing staff and new employees? • Does legislation play a major role in your staff training/ induction? Explain. • What strategies are in place to communicate with workers? • How important is on the job training for your workers? If so what type is provided? • Do you enter into off the job training for your workers? If so when and how? • Describe the importance of such areas as industrial relations, enterprise agreements, staff contracts and conflict resolution. Relate these to your organization. • How are OHS issues related/ discussed with your staff?
<p style="font-size: 48pt; text-align: center;">S</p> <p style="text-align: center;">SHOW</p>	<p><i>Can you show or demonstrate this particular unit to the assessor? At the time of your workplace visit the assessor may want you to...</i></p> <ul style="list-style-type: none"> • Overview your process of preparing task descriptions and person specifications. • Overview your induction program/ s for employees. • Overview your performance management strategies. • Overview your process for the termination of employment of under performing staff. • Overview your process of identifying problems/ gaps in knowledge or skills, addressing these and training staff accordingly. • Overview the OHS issues arising from your enterprise and how these are addressed. • Overview your staff recording system.
<p style="font-size: 48pt; text-align: center;">S</p> <p style="text-align: center;">SAMPLES</p>	<p><i>Can you provide samples of your work in this unit? At the time of your workplace visit please provide samples for the assessor such as:</i></p> <p>Relevant records / samples would include:</p> <ul style="list-style-type: none"> • Copies of staff induction/ training manuals/ bulletins/ handouts/ etc. • A copy of your enterprise guidelines. • Copies of terms of engagement for contractors and consultants used by your organization. • Copies of records kept relating your staff induction process. • Copies of staff records. • A copy of your OHS manual/ handout.
<p style="font-size: 48pt; text-align: center;">E</p> <p style="text-align: center;">EXPERIENCE</p>	<p><i>What is your experience in this unit?</i></p> <p>Practical experience is critical. Please provide a dot point summary of your experience related to this assessment .Your list should include past employers, managerial positions worked in, etc.</p>

S SUPPORT	<p>Can you get support from others to help verify your competency ?</p> <p>It will be important for other parties to verify your work related to this competency. Your assessor will seek the names and contact details of your nominated referees.</p>
S STUDIES	<p>Have you done any formal or informal training in this unit?</p> <ul style="list-style-type: none"> • If you have undertaken relevant studies, the subject outlines and copies of your results should be made available. (eg TAFE subjects, Ag College units) • Your personal profile should list key seminars, workshops, conferences and other informal study activities that have assisted you to acquire this competency. Relevant programs would include those related to staff management.

Tips and Hints

1. Concentrate on evidence from the last 3-5 years

Your experiences and activities over the last 3 years will be the most critical. This is not to say that learning and experience beyond this time frame won't be relevant, but you will need to demonstrate that you can still perform tasks / skills and apply knowledge from these more distant experiences or formal training.

2. Do not collect too much evidence

Your mentor or co-ordinator will advise you on what is sufficient evidence. It is unnecessary and time wasting to collect or document too much evidence. As a general guide we are looking for at least 5 separate, relevant and verifiable pieces of evidence to support your application for each Unit of Competence. However, in some cases a lesser number of very strong items of evidence will be sufficient. If in doubt, speak to your co-ordinator.

3. Don't duplicate evidence

You are likely to find overlap between some Units. Give each piece of evidence a number and cross reference to enable your evidence to be found quickly for the assessor.

4. Don't overlook learning from other areas in your life

The focus is on demonstration of the skills and knowledge you possess – not where you learned them! Relevant learning occurs in many contexts during your life. Don't overlook knowledge and skills gained from participation in community organisations, other personal businesses activities, sporting associations and study tours.

5. Remember that the assessor is not an inspector

A Skills Recognition assessor's job is to assist you in the collection of evidence to demonstrate your skills and knowledge. The assessor's role is to assist you to achieve your goal. Assessors are required to be 'loyal to the standards and fair to the applicant' and approach assessment with the attitude that the applicant is "competent until proven otherwise".

Frequently Asked Questions

Q. *I have looked through the Skills Recognition handbook and I don't know where to start. How can I get some help?*

A. You have a few options:

1. You can phone your co-ordinator at Murrumbidgee Rural Studies Centre with any questions. They can give you feedback on your questions and suggestions on how to proceed.
2. Find a colleague who has completed the Skills Recognition process for the qualification for which you are applying. This contact should be able to give you some guidance and help. Ask if you can see their application and examples of evidence
3. It may be possible to form a support group in your region of people who are all working towards the same qualification. This will provide support and assistance.
4. Consider the option of completing your assessment by Workplace Interview. Murrumbidgee Rural Studies Centre charge a higher price for this mode of assessment but the process is much simpler and quicker. Students are typically spending a few weeks preparing a written Skills Recognition submission whereas the interview process usually takes about half a day to complete.

Q. *Is it a requirement to have completed a Certificate II, III or IV before applying for a Diploma?*

A. No. You may start your study or Skills Recognition at the level you think appropriate for your skills and experience. Your co-ordinator will assist and advise you in making this decision.

Q. *Which qualification under the training package is the right one for me?*

A. The qualifications under the package are aimed at the following levels:

Supervisor

Certificate IV Level 4 Units

To qualify for a Certificate IV by Skills Recognition you must be able to produce adequate evidence of management experience in the areas of:

- Planning the implementation of animal or crop production
- Developing action plans
- Supervising staff
- Supervising OH&S
- Managing equipment and maintenance
- Developing community networks

Manager**Diploma****Level 5 or 6 Units**

To qualify for a Diploma by Skills Recognition you must be able to produce adequate evidence of management experience in the areas of:

- Developing and implementing Management Plans
- Managing group projects
- Preparing Grant Applications
- Managing a budget
- Preparing financial reports
- Managing the OH&S policy
- Managing implementation of legislation

Q. *How and when are fees charged for Skills Assessment?*

A. **A minimum charge of \$750.00 must be paid when you apply for assessment of any of the full qualifications.** This fee must be paid before the Skills Assessment process can commence. The balance of the Skills Assessment fee will be invoiced to you or your employer prior to the desk audit or on the day of the workplace assessment interview, whichever is appropriate. The final charge will be calculated based on the schedule of fees outlined previously in this Handbook.

Q. *What will I receive when I have successfully completed the requirement of the qualification?*

A. You will receive a Certificate, Diploma or Advanced Diploma and an Academic Transcript which list all the units you completed.



NSW DEPARTMENT OF
PRIMARY INDUSTRIES

Tocal College: Murrumbidgee Rural Studies Centre

EVIDENCE FOR SKILLS RECOGNITION DECLARATION

I ofhereby declare that all information provided to Murrumbidgee Rural Studies Centre, Tocal College, for the purposes of recognition of my skills and current competences is my own work and is a true and accurate indication of my skills, training and experience.

Where applicable - name appearing on some evidence is different to above because

.....

Other name is

Signed Date

Witness Name

(Signature)

(Print)

College Policies:

Total code of practice

- the College upholds the principles of access and equity. Therefore College courses are open to all who meet the course entry requirements
- the differing needs and requirements of people being trained and assessed are handled sensitively
- potential for conflict of interest in the assessment process is identified and handled appropriately and fairly
- all forms of harassment are avoided throughout the planning, conduct, reviewing and reporting of the assessment outcomes
- the rights of the candidate are protected during and after the assessment
- candidates are made aware of appeal processes
- evidence that is gathered during the assessment is verified for validity, reliability, authenticity, sufficiency and currency
- assessments are conducted within the boundaries of the assessment system policies and procedures
- assessment tools and procedures are consistent with equal opportunity legislation
- the candidate is informed of assessment reporting processes prior to the assessment
- confidentiality is maintained regarding assessment results
- professional development opportunities for staff are identified and sought
- networking of assessors is encouraged and reviews of assessment procedures are carried out regularly
- appeal and grievance procedures are available for all assessment processes.

Privacy policy

CB Alexander Agricultural College, 'Tocal' complies with the *Privacy and Personal Information Protection Act 1998*. The College collects personal information from students to provide statistical data to the Federal Government for planning purposes, to minimise health threats, to arrange accommodation and for recognition of academic achievement.

Mutual recognition

It is the policy of the College to recognise the AQF qualifications and Statements of Attainment issued by any other Registered Training Organisation (RTO).

Appeals regarding assessment

If you disagree with the assessment you receive for an assignment associated with this course you should firstly discuss it with your course co-ordinator, who will explain the reasons for the assessment and give additional feedback where possible.

If after discussion with the course co-ordinator, you still disagree with the assessment, you can request that the course co-ordinator have the assignment remarked.

If a dispute over assessment or eligibility to receive a credential cannot be resolved with the course co-ordinator by discussion and remarking, you may appeal to the College Credential Committee through the Principal.

You should lodge an appeal in writing, setting out the grounds for your case, to The Principal, Tocal College, PATERSON NSW 2421. If you are not satisfied with the decision of the Credential Committee you can have your appeal heard by an independent person.

Plagiarism

Plagiarism is a serious breach of academic trust. It is the act of presenting somebody else's work and claiming that it is your own. Assessors may take reasonable action to satisfy themselves that any material submitted for assessment is the participants' own work. Material, which is suspected of plagiarism, will be presented to the Manager, Continuing Education for action.

Plagiarism, copying and cheating in assessments will be dealt with seriously.
To avoid plagiarism and its penalties take note of the following points:

- If you are quoting from someone else's work, the quotation must be clearly indicated.
- You must not copy someone else's work and present it as your own.
- You should name sources for any graphs, tables or specific data, which you include in your assignment.
- You may quote from textbooks, journals or other published materials but you must always indicate the author and publication of the material.

Code of Practice for Assessors

Murrumbidgee Rural Studies Centre has adopted the international code of ethics and practice developed by the National Council for Measurement of Education (NCME).

CODE OF PRACTICE FOR SKILLS ASSESSORS

- The differing needs and requirements of the person being assessed, the local enterprise and/or industry are identified and handled with sensitivity.
- Potential forms of conflict of interest in the assessment process and/or outcomes are identified and appropriate referrals are made, if necessary
- All forms of harassment are avoided throughout the planning, conduct, reviewing and reporting of the assessment outcomes.
- The rights of the candidate are protected during and after the assessment.
- Personal or interpersonal factors that are not relevant to the assessment of competency must not influence the assessment outcomes.
- The candidate is made aware of rights and processes of appeal.
- Evidence that is gathered during the assessment is verified for validity, reliability, authenticity, sufficiency and currency
- Assessment decisions are based on available evidence that can be produced and verified by another assessor.
- An assessment review process with a separation of duties is established to ensure that personal preferences bias and prejudice of an assessor does not affect the assessment process.
- Assessments are conducted within the boundaries of the assessment system policies and procedures.
- Formal agreement is obtained from both the candidate and the assessor that the assessment was carried out in accordance with agreed procedures.
- Assessment tools, and procedures are consistent with equal opportunity legislation.
- The candidate is informed of all assessment reporting processes prior to the assessment.
- The candidate is informed of all known potential consequences of decisions arising from an assessment, prior to the assessment.
- Confidentiality is maintained regarding assessment results
- Results are only released with the written permission of the candidate(s).
- The assessment results are used consistently with the purposes explained to the candidate.
- Self-assessments are periodically conducted to ensure current competencies against the Assessment and Workplace Training Competency Standards.
- Professional development opportunities are identified and sought.
- Opportunities for networking amongst assessors are created and maintained
- Opportunities are created for technical assistance in planning, conducting and reviewing assessment procedures and outcomes.

Application Form

Yes, please contact me.

I am interested in gaining a Qualification in Agriculture through Skills Recognition (please write the name of the qualification)

.....

This form does not commit you to anything. It will allow us to get in contact with you and start assisting you with your application.

Name: _____

Position: _____

Home Address: _____

Employer's Address: _____

Phone Numbers:

BH _____

AH _____

Mobile AH _____

Fax _____

E-mail: _____

Return this form to:

**Skills Recognition Co-ordinator
Denise McKenzie
Murrumbidgee Rural Studies Centre
Private Mail Bag Yanco NSW 2703**

**Phone 02 6951 2696
Fax 02 6951 2620
e-mail mrsc@dpi.nsw.gov.au**