

CERTIFICATE I Rural Operations

SUGGESTED STUDY PLAN

Core Units

RTC1801A Prepare for work

Elective Units

RTC1201A Maintain the workplace

RTC1202A Support landscape work

RTC1301A Operate basic machinery and equipment

RTC1302A Assist with routine maintenance of machinery and equipment

RTC1701A Follow basic chemical safety rules

RTE1001A Support agricultural crop work

RTE1101A Support extensive livestock work

RTE1104A Support horse work

QUALIFICATION PACKAGING RULES

The Suggested Study Plan (*above*) has been aligned to the following qualification packaging rules.

A total of 6 units of competency must be completed

- Core unit must be completed
- Select 5 additional units from Electives

For more information on tailoring a study plan to suit your needs contact a RITE Field Officer

Freecall: 1800 808 782

UNITS OF COMPETENCY – A brief description
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SUGGESTED STUDY PLAN UNITS**CORE****RTC1801A Prepare for work**

This unit covers the skills and knowledge necessary to follow defined occupational health and safety policies and procedures related to work being undertaken, communication, contribution to a working environment and environmental practices. Observe safe work practices – Identify hazards, report to supervisor and follow work procedures; Communicate with others – Interpret written and verbal notices, convey messages and communicate fluently; Contribute to a productive working environment – Work practices contribute to quality and productivity of the workplace; Follow good environmental practices – Recognition of threats and hazards to the environment and work practices are followed to prevent environment harm. This competency standard could be assessed on its own or in combination with other competencies relevant to the job function.

ELECTIVES**RTC1201A Maintain the workplace**

This unit covers the skills and knowledge to use tools equipment and machinery, maintain a clean and safe workplace and maintain structures and workplace surroundings. The following knowledge criteria is required to be competent: Participate in teams and contribute to team objectives; Understand instructions; Read labels, site plan measurements and OHS symbols; Communicate effectively with team members and supervisor; Tally work hours, calibrate tools and equipment, measure volumes to apply cleaning agents, measure quantities of materials and estimate areas; Minimise noise, dust and water run-off to prevent nuisance-level environmental disturbance. This competency standard could be assessed on its own or in combination with other competencies relevant to the job function.

RTC1202A Support landscape work

This unit covers the skills and knowledge to prepare materials, tools and equipment for landscaping work, undertake landscape work as directed, handle materials and equipment and clean up on completion of landscaping work. Knowledge requirements are: Safe work practices; Preparing for landscape work and cleaning up on project completion; Basic construction techniques; Landscaping tools and equipment; Maintenance practices for planted areas; Repair and maintenance of landscape features; OHS legislative requirements and Codes of Practice. This competency standard could be assessed on its own or in combination with other competencies relevant to the job function.

RTC1301A Operate basic machinery and equipment

This unit covers the skills and knowledge required to prepare basic machinery and equipment for use, operate basic machinery and equipment and check, clean and store basic machinery and equipment. Knowledge requirements are outlined for successful assessment: Pre-operational and safety checks for basic machinery and equipment; Hazards associated with the operation of basic machinery and equipment; Operating principles and operating methods for basic machinery and equipment; Procedures for cleaning, securing and storing basic machinery and equipment; Risks associated with the operation of machinery and equipment in different weather and difficult terrain conditions; Relevant State/Territory legislation, regulations and Codes of Practice with regard to workplace Occupational Health and Safety requirements, and the use and control of hazardous substances; Environmental impacts and minimisation measures associated with the operation of basic machinery and equipment; Enterprise policies with regard to machinery and equipment use, recording and reporting routines. Required skills: Personal protective clothing and equipment and when and how it should be used, maintained and stored.

RTC1302A Assist with routine maintenance of machinery and equipment

This unit covers the skills and knowledge required to prepare for basic routine maintenance, carry out basic routine maintenance and complete basic routine maintenance activities. Knowledge in this area requires the following criteria: Types, characteristics and functions of machinery and equipment; Machinery and equipment testing and operating procedures; Types, characteristics and functions of tools used in maintenance of machinery and equipment; OHS legislative requirements; Codes of Practice with regard to the use and control of hazardous substances and/or working in confined spaces; Environmental Codes of Practice with regard to maintenance activities. This competency standard could be assessed on its own or in combination with other competencies relevant to the job function.

RTC1701A Follow basic chemical safety rules

This unit covers the skills and knowledge required to follow workplace requirements and instructions concerning chemicals, recognise risks associated with chemicals and follow chemical handling and storage rules. The knowledge requirements for this competency are: Basic Occupational Health & Safety rules required to work near and around chemicals; Level of hazard and the Poisons Schedule in the relevant State or Territory; Chemicals being used for the control of pests and weeds; Personal protection equipment and when and how it should be used, stored and maintained; Correct wearing/fit of personal protective equipment; Environmental impacts of chemical use. Skills also required include the following: Communicate information about spillages, accidents or deficiencies in procedures and practice; Accurately interpret labels and instructions; Follow workplace instructions and directions from the chemical label or Material Safety Data Sheets (MSDSs). This competency standard could be assessed on its own or in combination with other competencies relevant to the job function.

RTE1001A Support agricultural cropping work

This unit covers the skills and knowledge required for the process of supporting agricultural cropping work under supervision. It requires the ability to prepare materials; tools and equipment for cropping work, undertake cropping activities, handle materials and equipment, and clean up on completion of work. Supporting agricultural cropping work requires knowledge of safe work practices, cropping practices and related tools and equipment. This competency standard could be assessed on its own or in combination with other competencies relevant to the job function.

RTE1101A Support extensive livestock work

This unit covers the skills and knowledge required to support extensive livestock work under supervision. It requires the ability to prepare materials, tools and equipment for livestock work, undertake livestock activities, handle materials and equipment, and clean up on completion of work. Supporting extensive livestock work requires knowledge of safe work practices relating to working with animals and animal husbandry tasks, including the use of related tools and equipment.

RTE1104A Support horse work

This unit covers the skills and knowledge required to safely provide horses with comfortable and clean housing, prepare horses for work, groom horses and clean working gear when work is finished. It requires the ability to assist with the preparation of materials and equipment for work, undertake horse-handling activities, handle materials and equipment, and clean up on completion of work. Supporting horse work requires knowledge as outlined to be assessed competent: Safe work practices relating to working with horses; Horse husbandry tasks; Use of related tools and equipment. This competency standard could be assessed on its own or in combination with other competencies relevant to the job function.