Qualification/Course	AHC40320 Certificate IV in Production Horticulture
Purpose	This qualification describes the skills and knowledge for supervisory/managerial job roles in the production horticulture industry including grower, field manager, supervisor, crop grower, plant manager, integrated pest manager, quality assurance, compliance manager and human resources manager. Individuals with this qualification perform tasks involving technical skills, problem solving and supervisory skills to operate, monitor and improve performance of production horticulture systems and may supervise staff. Work must comply with work health and safety and environmental regulations and legislation that apply to the workplace.
Course Provider/Delivery site	Australian Academy of Higher Learning Pty Ltd trading as Technical Institute Of Victoria RTO: 21994 CRICOS: 02924F **Melbourne Campus**: Level 1, 252 Lygon Street Carlton, Victoria - 3053 TIV Farm: 60 Curry Road Kilmore VIC 3764 **Tasmania Campus** 50 Glen Dhu St, South Launceston, TAS, 7249 TIV Training Farm: 1158 Bridgenorth Road, Bridgnorth Tasmania 7277 Ph.: 03 9639 3525 Email: info@techinstitute.vic.edu.au
Delivery Mode	Face to Face delivery
Course Duration	The duration for this qualification is 44 weeks of classroom training which includes all learning activities, Practical demonstration activities and observations from assessor and Written assessments. CRICOS duration is: 52 weeks (which constitutes 44 weeks training + 8 weeks of break period) TIV will deliver this qualification by scheduling face to face for 20 hours over 2.5 days per week
Career Outcomes	Successful completion of this course may lead to career opportunities in protected cropping or orchard/vegetable farm enterprises and associated service industries. Some possible job outcomes are given below. – Farm Team Leader – Farm Supervisor
Education Pathways	After achieving this qualification, candidates may undertake a Diploma or Advanced Diploma of Horticulture that defines higher-level job functions.
Units of Competency	To achieve this qualification, competency must be demonstrated in: • 12 units of competency: • 5 core units plus • 7 elective units. Consistent with the qualification packaging rules, TIV will deliver the units listed below for this qualification.

Unit of Competency	
AHCBIO401 Plan and implement a biosecurity program	Core
AHCBUS408 Operate within a budget framework	Core

	AHCWHS401 Maintain work health and safety processes	Core
	AHCWRK401 Implement and monitor quality assurance procedures	Core
	BSBLDR412 Communicate effectively as a workplace leader	Core
	AHCSOL406 Sample soils and interpret results	Elective
	AHCCHM405 Plan and implement a chemical use program	Elective
	AHCPCM406 Develop a soil health and plant nutrition program	Elective
	AHCWRK403 Supervise work routines and staff performance	Elective
	AHCNSY404 Plan a propagation program	Elective
	AHCPMG301 Control Weeds	Elective
	AHCBIO303 Apply biosecurity measures	Elective
	The elective units have been selected through consultation with the industry experts to ensure learners get a thorough understanding of the practices used in the industry.	
Pre-requisites	There are no pre-requisites for this qualification or any of the units of competency contained within it.	
Entry Requirements	International Students entering this course at TIV must meet the following entry requirements: **Age Requirement** All international students must be at least 18 years old at the time of course application. **English Language Requirement** Have obtained an IELTS band score of at least 5.5 – or equivalent; or 5.0 where the test score is combined with at least 10 weeks ELICOS or 4.5 where the test score is combined with at least 20 weeks ELICOS: https://immi.homeaffairs.gov.au/help-support/meeting-our-requirements/english-language Note – IELTS – results are valid for two years only: reference: https://support.cambridgeenglish.org/hc/en-gb/articles/202838296-How-long-are-my-results-and-certificate-valid-for-); or Have completed a Certificate IV, Diploma or Advanced Diploma level Training Package Qualification in Australia; or, Have completed any Certificate III or Certificate IV in ESL or EAL from the ESL/EAL Framework (VIC). Have completed the ELICOS Course: General English – Intermediate Level Academic Requirement:	

	All international students must have completed Satisfactory completion of Senior secondary school certificate (Year 12 or its equivalent) overseas qualification. **LLN** TIV will review all enrolment applications to ensure entry requirements are being met prior to acceptance into a course. As part of the enrolment process students are required to complete a Language, Literacy, and Numeracy (LLN) test to ensure that the student has the ability to complete the course. This test will occur prior to course commencement and will be assessed by an authorised TIV qualified Trainer/Assessor **Language literacy and numeracy support** Learners will be required to complete a Language, Literacy and Numeracy (LLN) assessment upon enrolment to determine their suitability for this course and to identify if additional and support is required. LLN needs of students will be taken into consideration in the delivery and assessment of this qualification. TIV uses the Australian Core Skills Framework to identify and describe an individual's performance in any of the core skills (learning, reading, writing, oral communication, numeracy (at a point in time), so that training can be targeted to areas of need and an individual's progress monitored over time. **A Unique Student Identifier (USI):** In addition, students, will need to provide RTO with their Unique Student Identifier number. A Unique Student Identifier (USI) is a reference number made up of numbers and letters, unique to each student. This USI allows them to link their previous and future VET qualifications into a single authenticated transcript, through the National Vocational Education and Training Data Collection, and prevents them from losing their record. This lets them see all their training results, from all their previous providers. A USI Number will stay with the student for life and must be recorded with any nationally recognized VET course they undertake.
Intakes	Monthly Intakes available
Training Arrangements	Class sessions are planned to ensure that you have a mixture of practical and theoretical components and those classes cater for a wide variety of learning styles. Additionally, workplace practices and environments will be regularly simulated and used to conduct skills based assessments in accordance with unit requirements. Unsupervised Studies may include research, readings from related textbooks and continuing to work on assessment tasks. Students are provided with the learner guides to support learning. The Practical Observation tasks will be observed at the farm facilities.
Support Services	Educational and support services are available to meet the needs of the students. Support service is provided to all students who have any needs, questions or difficulties regarding their current training or guidance to their future career development. The services aim to provide students with the support and information they need to help their training and career path. There are procedures of TIV to identify the needs of students throughout the student life cycle at college, from enrolment (e.g. acknowledge needs through LLN test and PTR) and training (e.g. special circumstances and intervention strategies) to completing (e.g. financial plans) and guiding for future careers (e.g. career counselling).

	Student course progress will be carefully monitored and trainers will identify and report to the academic support staff\RTO Manger, if a student is facing challenges in completing projects and assessments, time management, research skills. Trainers will ensure that academic support and counselling (where required) services are provided to these students. Students will encouraged to access additional support where course progress requirements does not meet.
	RTO Manger and/or student support officer(s) will organise meeting with identified students and discuss an intervention strategy which may involve one or more of the following support services to avail as required but not limited to:
	- Guide the students to enrol in an ELICOS course for additional English language support - One on one (or a small group) support with the specialist trainer - Provision of additional attempts to complete assessments - Extension of enrolment where students require additional time to complete the course (as part of intervention Strategy).
	However, the quality of the qualification will not be compromised.
Assessment Arrangements	Assessment will be conducted individually/in groups. You will be provided with a Student Assessment Booklet for each unit of competency/cluster/topic which includes: - A full description of all assessment tasks for the unit of competency - Assessment instructions for each unit of competency - Assessment resources for each unit of competency - Details about when assessment will occur - Details about assessment submission There are a variety of assessment methods used for this qualification including: - Written questions - Projects - Case studies - Role Plays - Research activities - Reports - Practical Demonstration You will be required to complete assessments in class and there may be a need for some work to be done as self-paced learning. You will be advised by your trainer and assessor about the assessment requirements for each unit at the commencement of delivery for that unit. Submission of assessment tasks will be in in person to the trainer/assessor / online via the student portal/via workplace supervisor.
Re-assessment	All students will be given an opportunity for re-assessment. Each student has three (3) attempts to achieve a competent outcome, including two re-submission attempts. Student will only work on the component(s) of the Task(s) that were marked "Not Satisfactory". The re-assessment must be completed within the specified time frame provided by the trainer/assessor after assessment feedback given to the student by trainer/assessor. Please note that TIV will provide two (2) chances for re-assessment at no cost. If student is not able to achieve competency with these opportunities, student is required to repeat the unit at own cost which will also impact on student's extension of study period.

	In case of practical tasks like role-playing, student has to redo the task by arranging the time and date with trainer/assessor.
TIV's Reasonable Adjustments	In line with Standards for Registered Training Organisations (RTOs) 2015, TIV will follow its Reasonable Adjustments Policy and Procedures for students who require a reasonable adjustment made to their training and assessment tasks for Units of Competency within this qualification to cater for their specific needs. This process will be communicated to all students prior to their enrolment, at orientation, in their Student Handbook and as well as in Assessment tools.
Satisfactory course progress	Student must maintain satisfactory course progress. At a minimum, successfully completing or demonstrating competency in more than 50% of the course requirements in a given study period is considered to be satisfactory course progress. If academic progress falls below 50% for two consecutive terms, TIV will report student to the Department of Home Affairs for not achieving satisfactory course progress. Risk interventions will be implemented on ongoing basis to identify the students at risk and will organise a student support plan
Attendance Requirement	TIV requires that student attend classes for 20 hours per week (for the course duration) as per the student visa conditions, and maintain minimum of 80% attendance while enrolled with TIV. Student will undertake Course-related information sessions, supervised study sessions and assessment sessions and all assessments and attend the orientation and enrolment program at TIV preceding the start date of the Course as outlined in the Letter of Offer. If falls short, TIV will consider it as 'not maintaining course requirement' and report to the DHA for un-satisfactory course progress.
Course Credit	TIV can grant you credit towards your course for units of competency that you have already completed with another RTO or authorised issuing organisation. TIV can also grant you Credit for subjects or units you have completed where equivalence can be established between the unit in your course, and the subject or unit you have completed. There is no charge to apply for Credit. To apply, fill in the Credit Application Form and submit it as part of your enrolment. * Note that where you are granted credit this will reduce your course duration and you will be informed of this in writing.
Recognition of Prior Learning (RPL)	Recognition of Prior Learning (RPL) is a process where skills and knowledge that you have gained through work and life experience and other unrecognised training can be formally recognised. TIV has a process that has been structured to minimise the time and cost to applicants and provides a supportive approach to students wishing to take up this option. You should ideally apply for RPL at the time of enrolment but you may also apply up to 2 weeks into your course. During the entry process and interview stage TIV will discuss with you the process and options for RPL. Suitability is often determined on how much experience you have in a certain area, your work history and previous training. If RPL is determined as a possibility for you, you will be provided with a kit that will guide you in working through each unit to determine relevant skills and experience and identify whether you would be able to provide the required evidence.

	A trainer/assessor will be available to assist you throughout this process. * As an international student you should note that where you are granted RPL this will reduce your course duration and you will be informed of this in writing.
Appeals	The areas in which a student may appeal a decision made by institute may include (but is not limited to): • assessment decisions and outcomes, • deferral, suspension or cancellation decisions made in relation to a student's enrolment, or • any other conclusion/decision that is made after a complaint has been dealt with by institute in the first instance. For any further information on any Policy and procedure please refer to the website/handbook.
Costs	Monthly installment plans are available *Please refer to the website/ Student handbook for further information on Feeas and Charges.
How to apply	Complete the International Student Application Form available from the Institute Reception or download from our website: www.techinstitute.vic.edu.au Ensure to complete all sections of the form including the declaration .Lodge your completed Application Form together with all the certified copies of your supporting documents through one of the following: Personally submit or send via post to Level 1, 252 Lygon Street, Carlton, Victoria 3053 or Send an email to info@techinstitute.vic.edu.au Thereafter, an Authorised Delegate will contact you to inform you on the next process. More details can be found on the website : http://techinstitute.vic.edu.au/