



Employability Skills in Primary Industries

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Employability Skills¹ in the Primary Industries Curriculum Framework

The Employability Skills build on and replace the Mayer Key Competencies which attempted to describe generic competencies for effective participation in work.

The Business Council of Australia (BCA) and the Australian Chamber of Commerce and Industry (ACCI), in consultation with other peak employer bodies, produced the *Employability Skills for the Future* report.

The report indicated that business and industry required a broader range of skills than the Mayer Key Competencies Framework provided and recommended the following eight Employability Skills:

- communication
- teamwork
- problem-solving
- initiative and enterprise
- planning and organising
- self-management
- learning
- technology.

The report described how Employability Skills can be more appropriately described for particular occupational and industry contexts by sets of ‘facets’ or important work skills.

The following table contains the Employability Skills and facets identified in the report:

Table 1 Employability Skills

Skill	Facets Aspects of the skill that employers identify as important. The nature and application of these facets will vary depending on industry and job type.
Communication that contributes to productive and harmonious relations across employees and customers	<ul style="list-style-type: none"> • listening and understanding • speaking clearly and directly • writing to the needs of the audience • negotiating responsively • reading independently • empathising • using numeracy effectively • understanding the needs of internal and external customers • persuading effectively • establishing and using networks • being assertive

¹ 13.2 Employability Skills is adapted from DEEWR, 2011, *Agriculture, Horticulture and Conservation and Land Management Training Package (AHC10)*, Volume 1.

Table 1 cont/d

Skill	Facets
Communication cont/d	<ul style="list-style-type: none"> • sharing information • speaking and writing in languages other than English
Teamwork that contributes to productive working relationships and outcomes	<ul style="list-style-type: none"> • working across different ages irrespective of gender, race, religion or political persuasion • working as an individual and as a member of a team • knowing how to define a role as part of the team • applying teamwork to a range of situations, eg planning and problem-solving • identifying the strengths of team members • coaching and mentoring skills, including giving feedback
Problem-solving that contributes to productive outcomes	<ul style="list-style-type: none"> • developing creative, innovative and practical solutions • showing independence and initiative in identifying and solving problems • solving problems in teams • applying a range of strategies to problem-solving • using mathematics, including budgeting and financial management to solve problems • applying problem-solving strategies across a range of areas • testing assumptions, taking into account the context of data and circumstances • resolving customer concerns in relation to complex project issues
Initiative and enterprise that contribute to innovative outcomes	<ul style="list-style-type: none"> • adapting to new situations • developing a strategic, creative and long-term vision • being creative • identifying opportunities not obvious to others • translating ideas into action • generating a range of options • initiating innovative solutions
Planning and organising that contribute to long and short-term strategic planning	<ul style="list-style-type: none"> • managing time and priorities – setting timelines, coordinating tasks for self and with others • being resourceful • taking initiative and making decisions • adapting resource allocations to cope with contingencies • establishing clear project goals and deliverables • allocating people and other resources to tasks • planning the use of resources, including time management • participating in continuous improvement and planning processes • developing a vision and a proactive plan to accompany it • predicting – weighing up risk, evaluating alternatives and applying evaluation criteria • collecting, analysing and organising information • understanding basic business systems and their relationships
Self-management that contributes to employee satisfaction and growth	<ul style="list-style-type: none"> • having a personal vision and goals • evaluating and monitoring own performance • having knowledge and confidence in own ideas and visions • articulating own ideas and visions • taking responsibility

Table 1 cont/d

Skill	Facets
<p>Learning that contributes to ongoing improvement and expansion in employee and company operations and outcomes</p>	<ul style="list-style-type: none"> • managing own learning • contributing to the learning community at the workplace • using a range of mediums to learn – mentoring, peer support and networking, IT and courses • applying learning to technical issues (eg learning about products) and people issues (eg interpersonal and cultural aspects of work) • having enthusiasm for ongoing learning • being willing to learn in any setting – on and off the job • being open to new ideas and techniques • being prepared to invest time and effort in learning new skills • acknowledging the need to learn in order to accommodate change
<p>Technology that contributes to the effective carrying out of tasks</p>	<ul style="list-style-type: none"> • having a range of basic IT skills • applying IT as a management tool • using IT to organise data • being willing to learn new IT skills • having the OHS knowledge to apply technology • having the appropriate physical capacity

There is an *Employability Skills Summary* for each AQF VET qualification level available in the [Agriculture, Horticulture and Conservation and Land Management Training Package \(AHC10\)](#). These summaries capture the key aspects or facets of the Employability Skills that are important to the job roles covered by the qualification. Summaries are designed to assist trainers and assessors to identify and include important industry application of Employability Skills in learning and assessment strategies. The Employability Skills Summaries for the qualifications available in the Framework are included in this document on pp 7–25.

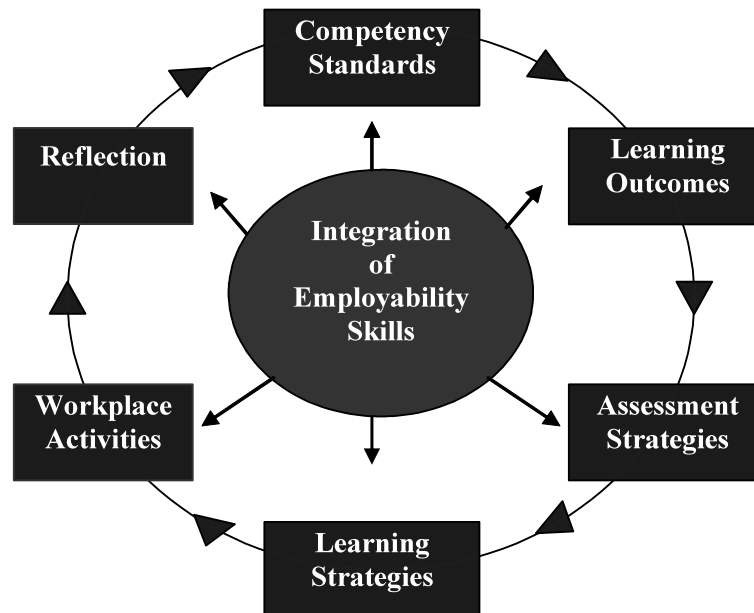
Employability Skills are essential features of each of the qualifications available in the Framework and therefore consideration must be given to the ways in which they can be addressed when designing learning activities and assessment instruments.

It is important for trainers and assessors to know that Employability Skills Summaries:

- provide examples of how each skill is applicable to the job roles covered by the qualification.
- contain general information which is further explained as measurable outcomes of performance in the units of competency in each qualification.
- have varying detail depending on the range of job roles covered by the qualification in question.
- are not exhaustive lists of qualification requirements or checklists of performance (which are separate assessment tools that should be designed by trainers and assessors after analysis at the unit level).
- contain information that may also assist in building learners’ understanding of industry and workplace expectations.

Delivery and assessment of Employability Skills²

Employability Skills are integral to workplace competency, and, as such, must be considered in the design, customisation, delivery and assessment of vocational education and training programs in an integrated and holistic way, as represented diagrammatically below.



Training providers must analyse the Employability Skills information contained in units of competency in order to design valid and reliable training and assessment strategies. This analysis includes:

- reviewing unit(s) of competency to determine how each relevant Employability Skill is found and applied within the unit
- analysing the Employability Skills Summary for the qualification in which the unit(s) is/are packaged to help clarify relevant industry/workplace contexts with regard to the application of Employability Skills at that qualification level
- designing learning and assessment activities that address Employability Skills requirements.

For more information on Employability Skills in *AHC10 Agriculture, Horticulture and Conservation and Land Management Training Package* available at www.training.gov.au.

The Department of Education, Employment and Workplace Relations (DEEWR) has further information regarding Employability Skills, including a resource which was developed by the Department of Education, Science and Training (DEST) to assist trainers and assessors ‘unpack’ the Employability Skills requirements contained in units of competency and turn them into learning and assessment strategies that lead to the attainment of Training Package qualifications.

This information and the resource, *Employability Skills: From Framework to Practice – An Introductory Guide for Trainers and Assessors*, is available for download at www.training.com.au (select training organisations > teaching resources > teaching and learning).

² DEEWR, 2011, *Agriculture, Horticulture and Conservation and Land Management Training Package (AHC10)*, Volume 1.

Employability Skills summaries

AHC20110 Certificate II in Agriculture

<i>EMPLOYABILITY SKILLS</i>	<i>FACETS ADDRESSED</i> <i>Industry/enterprise requirements for this qualification include:</i>
Communication	<ul style="list-style-type: none"> • Listening and understanding • Reading and interpreting workplace related documentation • Writing to audience needs • Applying numeracy skills to workplace requirements • Establishing/using networks
Teamwork	<ul style="list-style-type: none"> • Working as an individual and a team member
Problem-solving	<ul style="list-style-type: none"> • Showing interdependence and initiative in identifying problems • Solving problems individually or in teams • Applying a range of strategies in problem-solving • Using numeracy skills to solve problems
Initiative and enterprise	<ul style="list-style-type: none"> • Adapting to new situations • Being creative in response to workplace challenges • Identifying opportunities that might not be obvious to others • Generating a range of options in response to workplace matters
Planning and organising	<ul style="list-style-type: none"> • Collecting, analysing and organising information • Being appropriately resourceful • Taking initiative and making decisions within workplace role • Determining or applying required resources • Adapting resource allocations to cope with contingencies
Self-management	<ul style="list-style-type: none"> • Taking responsibility at the appropriate level
Learning	<ul style="list-style-type: none"> • Learning in order to accommodate change
Technology	<ul style="list-style-type: none"> • Using technology and related workplace equipment • Using basic technology skills

AHC20310 Certificate II in Production Horticulture

<i>EMPLOYABILITY SKILLS</i>	<i>FACETS ADDRESSED</i> <i>Industry/enterprise requirements for this qualification include:</i>
Communication	<ul style="list-style-type: none">• Listening and understanding• Speaking clearly and directly• Reading and interpreting workplace related documentation
Teamwork	<ul style="list-style-type: none">• Working as an individual and a team member• Working with diverse individuals and groups
Problem-solving	<ul style="list-style-type: none">• Solving problems individually or in teams
Initiative and enterprise	<ul style="list-style-type: none">• Adapting to new situations
Planning and organising	<ul style="list-style-type: none">• Collecting, analysing and organising information• Taking initiative and making decisions within workplace role• Participating in continuous improvement and planning
Self-management	<ul style="list-style-type: none">• Taking responsibility at the appropriate level
Learning	<ul style="list-style-type: none">• Undertaking learning as required for work
Technology	<ul style="list-style-type: none">• Using technology and related workplace equipment• Using basic technology skills• Applying OHS knowledge when using technology

AHC20410 Certificate II in Horticulture

<i>EMPLOYABILITY SKILLS</i>	<i>FACETS ADDRESSED</i> <i>Industry/enterprise requirements for this qualification include:</i>
Communication	<ul style="list-style-type: none">• Listening and understanding• Speaking clearly and directly• Reading and interpreting workplace related documentation
Teamwork	<ul style="list-style-type: none">• Working as an individual and a team member• Working with diverse individuals and groups
Problem-solving	<ul style="list-style-type: none">• Solving problems individually or in teams
Initiative and enterprise	<ul style="list-style-type: none">• Adapting to new situations
Planning and organising	<ul style="list-style-type: none">• Collecting, analysing and organising information• Taking initiative and making decisions within workplace role• Participating in continuous improvement and planning
Self-management	<ul style="list-style-type: none">• Taking responsibility at the appropriate level
Learning	<ul style="list-style-type: none">• Learning in order to accommodate change
Technology	<ul style="list-style-type: none">• Using technology and related workplace equipment• Using basic technology skills• Applying OHS knowledge when using technology

AHC20610 Certificate II in Parks and Gardens

<i>EMPLOYABILITY SKILLS</i>	<i>FACETS ADDRESSED</i> <i>Industry/enterprise requirements for this qualification include:</i>
Communication	<ul style="list-style-type: none">• Listening and understanding• Speaking clearly and directly• Reading and interpreting workplace related documentation
Teamwork	<ul style="list-style-type: none">• Working as an individual and a team member• Working with diverse individuals and groups
Problem-solving	<ul style="list-style-type: none">• Solving problems individually or in teams
Initiative and enterprise	<ul style="list-style-type: none">• Adapting to new situations
Planning and organising	<ul style="list-style-type: none">• Collecting, analysing and organising information• Taking initiative and making decisions within workplace role• Participating in continuous improvement and planning
Self-management	<ul style="list-style-type: none">• Taking responsibility at the appropriate level
Learning	<ul style="list-style-type: none">• Learning in order to accommodate change
Technology	<ul style="list-style-type: none">• Using technology and related workplace equipment• Using basic technology skills• Applying OHS knowledge when using technology

AHC20710 Certificate II in Production Nursery

<i>EMPLOYABILITY SKILLS</i>	<i>FACETS ADDRESSED</i> <i>Industry/enterprise requirements for this qualification include:</i>
Communication	<ul style="list-style-type: none"> • Listening and understanding • Speaking clearly and directly • Reading and interpreting workplace related documentation
Teamwork	<ul style="list-style-type: none"> • Working as an individual and a team member • Working with diverse individuals and groups
Problem-solving	<ul style="list-style-type: none"> • Solving problems individually or in teams
Initiative and enterprise	<ul style="list-style-type: none"> • Adapting to new situations
Planning and organising	<ul style="list-style-type: none"> • Collecting, analysing and organising information • Taking initiative and making decisions within workplace role • Participating in continuous improvement and planning
Self-management	<ul style="list-style-type: none"> • Taking responsibility at the appropriate level
Learning	<ul style="list-style-type: none"> • Participating in ongoing learning • Learning new skills and techniques
Technology	<ul style="list-style-type: none"> • Using technology and related workplace equipment • Using basic technology skills • Applying OHS knowledge when using technology

AHC20810 Certificate II in Retail Nursery

<i>EMPLOYABILITY SKILLS</i>	<i>FACETS ADDRESSED</i> <i>Industry/enterprise requirements for this qualification include:</i>
Communication	<ul style="list-style-type: none">• Listening and understanding• Speaking clearly and directly• Reading and interpreting workplace related documentation
Teamwork	<ul style="list-style-type: none">• Working as an individual and a team member• Working with diverse individuals and groups
Problem-solving	<ul style="list-style-type: none">• Solving problems individually or in teams
Initiative and enterprise	<ul style="list-style-type: none">• Adapting to new situations
Planning and organising	<ul style="list-style-type: none">• Collecting, analysing and organising information• Taking initiative and making decisions within workplace role• Participating in continuous improvement and planning
Self-management	<ul style="list-style-type: none">• Taking responsibility at the appropriate level
Learning	<ul style="list-style-type: none">• Participating in ongoing learning• Learning new skills and techniques
Technology	<ul style="list-style-type: none">• Using technology and related workplace equipment• Using basic technology skills• Applying OHS knowledge when using technology

AHC20910 Certificate II in Sports Turf Management

<i>EMPLOYABILITY SKILLS</i>	<i>FACETS ADDRESSED</i> <i>Industry/enterprise requirements for this qualification include:</i>
Communication	<ul style="list-style-type: none"> • Listening and understanding • Speaking clearly and directly • Reading and interpreting workplace related documentation
Teamwork	<ul style="list-style-type: none"> • Working as an individual and a team member • Working with diverse individuals and groups
Problem-solving	<ul style="list-style-type: none"> • Solving problems individually or in teams
Initiative and enterprise	<ul style="list-style-type: none"> • Adapting to new situations
Planning and organising	<ul style="list-style-type: none"> • Collecting, analysing and organising information • Taking initiative and making decisions within workplace role • Participating in continuous improvement and planning
Self-management	<ul style="list-style-type: none"> • Taking responsibility at the appropriate level
Learning	<ul style="list-style-type: none"> • Learning in order to accommodate change
Technology	<ul style="list-style-type: none"> • Using technology and related workplace equipment • Using basic technology skills • Applying OHS knowledge when using technology

AHC21010 Certificate II in Conservation and Land Management

<i>EMPLOYABILITY SKILLS</i>	<i>FACETS ADDRESSED</i> <i>Industry/enterprise requirements for this qualification include:</i>
Communication	<ul style="list-style-type: none"> • Listening and understanding • Speaking clearly and directly • Reading and interpreting workplace related documentation
Teamwork	<ul style="list-style-type: none"> • Working as an individual and a team member • Working with diverse individuals and groups
Problem-solving	<ul style="list-style-type: none"> • Solving problems individually or in teams
Initiative and enterprise	<ul style="list-style-type: none"> • Make decisions within area of responsibility
Planning and organising	<ul style="list-style-type: none"> • Collecting, analysing and organising information • Taking initiative and making decisions within workplace role • Participating in continuous improvement and planning processes
Self-management	<ul style="list-style-type: none"> • Taking responsibility at the appropriate level
Learning	<ul style="list-style-type: none"> • Learning in a range of settings including informal learning
Technology	<ul style="list-style-type: none"> • Using technology and related workplace equipment • Using technology to organise data • Applying OHS knowledge when using technology

AHC21210 Certificate II in Rural Operations

<i>EMPLOYABILITY SKILLS</i>	<i>FACETS ADDRESSED</i> <i>Industry/enterprise requirements for this qualification include:</i>
Communication	<ul style="list-style-type: none"> • Listening and understanding • Reading and interpreting workplace related documentation • Writing to audience needs • Applying numeracy skills to workplace requirements • Establishing/using networks
Teamwork	<ul style="list-style-type: none"> • Working as an individual and a team member
Problem-solving	<ul style="list-style-type: none"> • Showing interdependence and initiative in identifying problems • Solving problems individually or in teams • Applying a range of strategies in problem-solving • Using numeracy skills to solve problems
Initiative and enterprise	<ul style="list-style-type: none"> • Adapting to new situations • Being creative in response to workplace challenges • Identifying opportunities that might not be obvious to others • Generating a range of options in response to workplace matters
Planning and organising	<ul style="list-style-type: none"> • Collecting, analysing and organising information • Being appropriately resourceful • Taking initiative and making decisions within workplace role • Determining or applying required resources • Adapting resource allocations to cope with contingencies
Self-management	<ul style="list-style-type: none"> • Taking responsibility at the appropriate level
Learning	<ul style="list-style-type: none"> • Learning in order to accommodate change
Technology	<ul style="list-style-type: none"> • Using technology and related workplace equipment • Using basic technology skills

AHC21310 Certificate II in Shearing

<i>EMPLOYABILITY SKILLS</i>	<i>FACETS ADDRESSED</i> <i>Industry/enterprise requirements for this qualification include:</i>
Communication	<ul style="list-style-type: none"> • Reading and interpreting workplace related documentation • Writing to audience needs • Interpreting the needs of internal/external customers • Applying numeracy skills to workplace requirements • Sharing information
Teamwork	<ul style="list-style-type: none"> • Working as an individual and a team member
Problem-solving	<ul style="list-style-type: none"> • Showing interdependence and initiative in identifying problems • Solving problems individually or in teams
Initiative and enterprise	<ul style="list-style-type: none"> • Identifying opportunities that might not be obvious to others
Planning and organising	<ul style="list-style-type: none"> • Collecting, analysing and organising information • Being appropriately resourceful • Taking initiative and making decisions within workplace role • Determining or applying required resources • Managing time and priorities • Adapting resource allocations to cope with contingencies
Self-management	<ul style="list-style-type: none"> • Taking responsibility at the appropriate level
Learning	<ul style="list-style-type: none"> • Learning in a range of settings including informal learning
Technology	<ul style="list-style-type: none"> • Using technology and related workplace equipment • Using basic technology skills • Applying OHS knowledge when using technology

AHC21410 Certificate II in Wool Handling

<i>EMPLOYABILITY SKILLS</i>	<i>FACETS ADDRESSED</i> <i>Industry/enterprise requirements for this qualification include:</i>
Communication	<ul style="list-style-type: none"> • Reading and interpreting workplace related documentation • Writing to audience needs • Interpreting the needs of internal/external customers • Applying numeracy skills to workplace requirements • Sharing information
Teamwork	<ul style="list-style-type: none"> • Working as an individual and a team member
Problem-solving	<ul style="list-style-type: none"> • Showing interdependence and initiative in identifying problems • Solving problems individually or in teams
Initiative and enterprise	<ul style="list-style-type: none"> • Identifying opportunities that might not be obvious to others
Planning and organising	<ul style="list-style-type: none"> • Collecting, analysing and organising information • Being appropriately resourceful • Taking initiative and making decisions within workplace role • Determining or applying required resources • Managing time and priorities • Adapting resource allocations to cope with contingencies
Self-management	<ul style="list-style-type: none"> • Taking responsibility at the appropriate level
Learning	<ul style="list-style-type: none"> • Learning in a range of settings including informal learning
Technology	<ul style="list-style-type: none"> • Using technology and related workplace equipment • Using basic technology skills • Applying OHS knowledge when using technology

AHC21510 Certificate II in Floriculture

<i>EMPLOYABILITY SKILLS</i>	<i>FACETS ADDRESSED</i> <i>Industry/enterprise requirements for this qualification include:</i>
Communication	<ul style="list-style-type: none"> • Listening and understanding • Speaking clearly and directly • Reading and interpreting workplace related documentation
Teamwork	<ul style="list-style-type: none"> • Working as an individual and a team member • Working with diverse individuals and groups
Problem-solving	<ul style="list-style-type: none"> • Solving problems individually or in teams
Initiative and enterprise	<ul style="list-style-type: none"> • Adapting to new situations
Planning and organising	<ul style="list-style-type: none"> • Collecting, analysing and organising information • Taking initiative and making decisions within workplace role • Participating in continuous improvement and planning
Self-management	<ul style="list-style-type: none"> • Taking responsibility at the appropriate level
Learning	<ul style="list-style-type: none"> • Undertaking learning as required for work
Technology	<ul style="list-style-type: none"> • Using technology and related workplace equipment • Using basic technology skills • Applying OHS knowledge when using technology

AHC21610 Certificate II in Landscaping

<i>EMPLOYABILITY SKILLS</i>	<i>FACETS ADDRESSED</i> <i>Industry/enterprise requirements for this qualification include:</i>
Communication	<ul style="list-style-type: none"> • Listening and understanding • Speaking clearly and directly • Reading and interpreting workplace related documentation
Teamwork	<ul style="list-style-type: none"> • Working as an individual and a team member • Working with diverse individuals and groups
Problem-solving	<ul style="list-style-type: none"> • Solving problems individually or in teams
Initiative and enterprise	<ul style="list-style-type: none"> • Adapting to new situations
Planning and organising	<ul style="list-style-type: none"> • Collecting, analysing and organising information • Taking initiative and making decisions within workplace role • Participating in continuous improvement and planning
Self-management	<ul style="list-style-type: none"> • Taking responsibility at the appropriate level
Learning	<ul style="list-style-type: none"> • Learning in order to accommodate change
Technology	<ul style="list-style-type: none"> • Using technology and related workplace equipment • Using basic technology skills • Applying OHS knowledge when using technology

AHC30110 Certificate III in Agriculture

<i>EMPLOYABILITY SKILLS</i>	<i>FACETS ADDRESSED</i> <i>Industry/enterprise requirements for this qualification include:</i>
Communication	<ul style="list-style-type: none"> • Listening and understanding • Speaking clearly and directly • Reading and interpreting workplace related documentation • Applying numeracy skills to workplace requirements
Teamwork	<ul style="list-style-type: none"> • Working as an individual and a team member • Working with diverse individuals and groups • Applying knowledge of own role as part of a team
Problem-solving	<ul style="list-style-type: none"> • Developing practical and creative solutions to workplace problems • Showing interdependence and initiative in identifying problems • Solving problems individually or in teams
Initiative and enterprise	<ul style="list-style-type: none"> • Adapting to new situations • Being creative in response to workplace challenges • Identifying opportunities that might not be obvious to others
Planning and organising	<ul style="list-style-type: none"> • Collecting, analysing and organising information • Being appropriately resourceful
Self-management	<ul style="list-style-type: none"> • Monitoring and evaluating own performance • Taking responsibility at the appropriate level
Learning	<ul style="list-style-type: none"> • Being open to learning, new ideas and techniques • Learning in a range of settings including informal learning
Technology	<ul style="list-style-type: none"> • Using technology and related workplace equipment • Using basic technology skills • Applying OHS knowledge when using technology

AHC30310 Certificate III in Horse Breeding

<i>EMPLOYABILITY SKILLS</i>	<i>FACETS ADDRESSED</i> <i>Industry/enterprise requirements for this qualification include:</i>
Communication	<ul style="list-style-type: none"> • Listening and understanding • Speaking clearly and directly • Reading and interpreting workplace related documentation • Applying numeracy skills to workplace requirements
Teamwork	<ul style="list-style-type: none"> • Working as an individual and a team member • Working with diverse individuals and groups • Applying knowledge of own role as a part of a team
Problem-solving	<ul style="list-style-type: none"> • Developing practical and creative solutions to workplace problems • Showing interdependence and initiative in identifying problems • Solving problems individually or in teams
Initiative and enterprise	<ul style="list-style-type: none"> • Adapting to new situations • Being creative in response to workplace challenges • Identifying opportunities that might not be obvious to others
Planning and organising	<ul style="list-style-type: none"> • Collecting, analysing and organising information • Being appropriately resourceful
Self-management	<ul style="list-style-type: none"> • Monitoring and evaluating own performance • Taking responsibility at the appropriate level
Learning	<ul style="list-style-type: none"> • Being open to learning, new ideas and techniques • Learning in a range of settings including informal learning
Technology	<ul style="list-style-type: none"> • Using technology and related workplace equipment • Using basic technology skills • Applying OHS knowledge when using technology

AHC30710 Certificate III in Horticulture

<i>EMPLOYABILITY SKILLS</i>	<i>FACETS ADDRESSED</i> <i>Industry/enterprise requirements for this qualification include:</i>
Communication	<ul style="list-style-type: none"> • Listening and understanding • Speaking clearly and directly • Reading and interpreting workplace related documentation • Interpreting the needs of internal/external customers • Applying numeracy skills to workplace requirements
Teamwork	<ul style="list-style-type: none"> • Working as an individual and a team member • Working with diverse individuals and groups • Applying knowledge of own role as a part of a team
Problem-solving	<ul style="list-style-type: none"> • Developing practical and creative solutions to workplace problems • Showing interdependence and initiative in identifying problems • Solving problems individually or in teams
Initiative and enterprise	<ul style="list-style-type: none"> • Adapting to new situations
Planning and organising	<ul style="list-style-type: none"> • Collecting, analysing and organising information • Taking initiative and making decisions within workplace role • Managing time and priorities
Self-management	<ul style="list-style-type: none"> • Taking responsibility at the appropriate level
Learning	<ul style="list-style-type: none"> • Participating in ongoing learning • Learning new skills and techniques
Technology	<ul style="list-style-type: none"> • Using technology and related workplace equipment • Using basic technology skills • Applying OHS knowledge when using technology

AHC31010 Certificate III in Parks and Gardens

<i>EMPLOYABILITY SKILLS</i>	<i>FACETS ADDRESSED</i> <i>Industry/enterprise requirements for this qualification include:</i>
Communication	<ul style="list-style-type: none"> • Listening and understanding • Speaking clearly and directly • Reading and interpreting workplace related documentation • Interpreting the needs of internal/external customers • Applying numeracy skills to workplace requirements
Teamwork	<ul style="list-style-type: none"> • Working as an individual and a team member • Working with diverse individuals and groups • Applying knowledge of own role as part of a team
Problem-solving	<ul style="list-style-type: none"> • Developing practical and creative solutions to workplace problems • Showing interdependence and initiative in identifying problems • Solving problems individually or in teams
Initiative and enterprise	<ul style="list-style-type: none"> • Adapting to new situations
Planning and organising	<ul style="list-style-type: none"> • Collecting, analysing and organising information • Taking initiative and making decisions within workplace role • Managing time and priorities
Self-management	<ul style="list-style-type: none"> • Taking responsibility at the appropriate level
Learning	<ul style="list-style-type: none"> • Participating in ongoing learning • Learning new skills and techniques
Technology	<ul style="list-style-type: none"> • Using technology and related workplace equipment • Using basic technology skills • Applying OHS knowledge when using technology

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<i>EMPLOYABILITY SKILLS</i>	<i>FACETS ADDRESSED</i> <i>Industry/enterprise requirements for this qualification include:</i>
Communication	<ul style="list-style-type: none"> • Listening and understanding • Speaking clearly and directly • Reading and interpreting workplace related documentation • Applying numeracy skills to workplace requirements
Teamwork	<ul style="list-style-type: none"> • Working as an individual and a team member • Working with diverse individuals and groups • Applying knowledge of own role as part of a team
Problem-solving	<ul style="list-style-type: none"> • Developing practical and creative solutions to workplace problems • Showing interdependence and initiative in identifying problems • Solving problems individually or in teams
Initiative and enterprise	<ul style="list-style-type: none"> • Adapting to new situations • Being creative in response to workplace challenges • Identifying opportunities that might not be obvious to others
Planning and organising	<ul style="list-style-type: none"> • Collecting, analysing and organising information • Being appropriately resourceful
Self-management	<ul style="list-style-type: none"> • Monitoring and evaluating own performance • Taking responsibility at the appropriate level
Learning	<ul style="list-style-type: none"> • Being open to learning, new ideas and techniques • Learning in a range of settings including informal learning
Technology	<ul style="list-style-type: none"> • Using technology and related workplace equipment • Using basic technology skills • Applying OHS knowledge when using technology