

Student Assessment Book

AHCECR301 Maintain native ecosystem areas Release 1



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Document Control

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Introduction

This unit of competency describes the skills and knowledge required to plan and implement maintenance work within native ecosystem areas.

The unit applies to individuals who work on land management projects under broad supervision and take responsibility for their own work. They use discretion and judgement in the selection, allocation and use of available resources and for solving problems

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Learning Outcomes

1. Plan maintenance works
2. Undertake maintenance
3. Complete activities

Assessments Overview

This Assessment Booklet includes all your tasks for the assessment in this unit of competency and you must complete all assessment tasks.

Assessment Task	About this Task
Assessment Task 1: Written Questions	You must correctly answer all questions to show that you understand the knowledge required for this unit.
Assessment Task 2: Practical Projects x 2 Parts A-C	You will demonstrate your performance in the skills listed in the Assessor Checklist by completing the tasks presented.
Assessment Task 3: Product Written Report	You will document your skills and achievements through a written report

How to submit your Assessments

When you have completed each assessment task, submit all evidence listed to your Assessor either in hardcopy, electronically by email or uploading to the RTO's Assessment Portal or as otherwise instructed by your Assessor.

Make sure you keep a copy of all submitted work as your Assessor will not return these to you. It is your responsibility to keep this copy until you have completed the course.

Assessment Cover Sheet

Each Assessment Task has a cover sheet that you need to complete and sign the declaration. Submit this with your evidence for each Assessment Task. Ensure you answer all questions and complete all details prior to submitting this form.

Feedback from your Assessor

Your Assessor will provide feedback on the Record of Outcome for each Assessment Task. This form will be provided to you and you must return this form to the Assessor for storage. Sign and Date this form. Provide any comments that you wish your Assessor to know.

Resubmission of any Assessment Task

If you get something wrong and have to resubmit a part of your evidence or re-do a task again, the Assessor will discuss this with you and provide a deadline for you to resubmit the evidence by.

Deadlines for submission of evidence

Your Assessor will notify you of the last possible date of submission of evidence. There are no extensions provided unless there are extenuating circumstances. You would need to apply for an extension with your Assessor stating the grounds for the request. Do not assume an extension will be approved. It rarely is.

Purpose of the Assessments

All assessments have been created for you to be able to demonstrate your competency levels in each area. When you are graded Satisfactory in each Assessment Task, this leads to a competent result in the entire unit.

Assessment decisions

Your Assessor will mark each assessment task against the performance and knowledge criteria in the unit. Each aspect of the criteria being tested is listed in the section of the assessment ***"You will be required to have a good understanding of the following areas"***.

Assessment Cover Sheet

Student Name		USI	
Unit of Competency	AHCECR301 Maintain native ecosystem areas Release 1		
Assessors Name			
Assessment Task 1	Written Assignment		
Submission Date			
Answer the following questions prior to commencing the Assessment Task		Yes	No
Are you ready to be assessed? I understand the assessment instructions and requirements and consent to being assessed. <i>(i.e. you have completed all training and feel confident to undertake the assessment. You know the purpose of the assessment and what resources I can use).</i>			
Do you understand your rights in the assessment process?			
Do you understand the appeal system if you are not happy with your outcomes?			
Do you have any special needs or support to be considered during assessment? <i>(If Yes, advise your Assessor of what support you will need).</i>			
Do you understand that you can apply for Recognition of Prior Learning (RPL) instead of completing the assessment? <i>(i.e. the reason would be that you already have attained this unit or have the knowledge and skills to be assessed immediately without training).</i>			
Do you know what evidence you must submit for this assessment?			
Do you understand the assessment process as explained by your Assessor?			
Student's declaration			
<ul style="list-style-type: none"> • I declare that the evidence I have supplied is my own work. • None of this work has been completed by any other person. • I have not cheated or plagiarised the work or colluded with any other student/s. • I have correctly referenced all resources, reference texts throughout this assessment task. • I understand that if am in breach of this policy that disciplinary action may be taken against me. 			
Student's Signature		Date	

Assessment Task 1: Written Assessment

Overview of Task

You are to answer all the questions in this task.

What resources do I need to complete this task?

- Access to learning materials
- Access to a computer, printer, paper, toner and the Internet
- Access to word processing software
- Access to the Resources Folder for documents from the Internet and Templates

Instructions to Students:

- This is an open book test which means you can use your learning materials as a reference.
- You need to answer all questions
- You must answer the questions by writing in the space provided or by word processing your answers. It is recommended that all evidence is word processed wherever possible.
- Note: If you hand write your answers and the Assessor cannot read your handwriting the evidence will be returned to you to word process.
- Your Assessor will advise you if you can email your evidence or if you have to print it out and submit hard copies.
- Submit your evidence on time.
- Your evidence must be authentic (original, references, not plagiarised).
-

You will be required to have a good understanding of the following areas:

- ecological principles related to maintaining natural areas, including:
 - recognition of fundamental ecosystem structures and required maintenance
 - interactions between flora and fauna and impact on ecological stability when poorly maintained
 - vegetation types and their general characteristics for replication in maintenance activities
- importance of biodiversity in an ecologically stable community:
 - terrestrial plants and basic plant community structures
 - marine and water plants and interaction with marine creatures
 - contribution of maintenance works on preserving biodiversity
 - intricate relationships between microbiota, including insects, molluscs, worms and microbes, and impact on maintenance practices
- environmental factors to be considered in maintenance works, including:
 - ecology in land based, coastal zones or marine parks
 - marine, shore and terrestrial species
 - natural and human threats to places of natural significance
 - pollution sources and damage potential
 - soil type and geology for access and performing maintenance activities
- basic protection/restoration or rehabilitation methods
- protocols of engaging with traditional owners and the consultation process
- seeding techniques, including:
 - hand seeding
 - broadcast sowing

Q8	List the basic protection/restoration or rehabilitation methods.
Q9	Describe the protocols of engaging with traditional owners and the consultation process.
Q10	Describe the following seeding techniques:
	a. hand seeding
	b. broadcast sowing
	c. ripping trailed machinery
Q11	Describe the vegetation replacement methods and their application in restoration programs for each of the following:
	a. assisted natural regeneration
	b. planting
	c. seeding
	d. transplanting
Q12	List and describe common weeds and pests and their impact on natural areas for each of the following:
	a. weed control methods and application, including use of herbicides

Evidence Submitted to Assessor - Tick if submitted (✓)		Submitted
Attach this checklist to your Assessment Cover Sheet and evidence		
1	Answers to Questions 1-22 in this task	<input type="checkbox"/>
2	Assessment Cover Sheet and Evidence List	<input type="checkbox"/>

Assessment Cover Sheet

Student Name		USI	
Unit of Competency	AHCECR301 Maintain native ecosystem areas Release 1		
Assessors Name			
Assessment Task 1	Practical Project 1		
Submission Date			
Answer the following questions prior to commencing the Assessment Task		Yes	No
<p>Are you ready to be assessed? I understand the assessment instructions and requirements and consent to being assessed.</p> <p><i>(i.e. you have completed all training and feel confident to undertake the assessment. You know the purpose of the assessment and what resources I can use).</i></p>			
Do you understand your rights in the assessment process?			
Do you understand the appeal system if you are not happy with your outcomes?			
<p>Do you have any special needs or support to be considered during assessment?</p> <p><i>(If Yes, advise your Assessor of what support you will need).</i></p>			
<p>Do you understand that you can apply for Recognition of Prior Learning (RPL) instead of completing the assessment?</p> <p><i>(i.e. the reason would be that you already have attained this unit or have the knowledge and skills to be assessed immediately without training).</i></p>			
Do you know what evidence you must submit for this assessment?			
Do you understand the assessment process as explained by your Assessor?			
Student's declaration			
<ul style="list-style-type: none"> • I declare that the evidence I have supplied is my own work. • None of this work has been completed by any other person. • I have not cheated or plagiarised the work or colluded with any other student/s. • I have correctly referenced all resources, reference texts throughout this assessment task. • I understand that if am in breach of this policy that disciplinary action may be taken against me. 			
Student's Signature		Date	

Assessment Task 2: Record of Outcome

Assessment Task #	Name of Assessment Task	Satisfactory	Not Yet Satisfactory
Assessment Task 2	Practical Project	<input type="checkbox"/>	<input type="checkbox"/>
Assessor Statement	I certify that the student being assessed has the skills, knowledge and abilities as described in the unit of competency and associated assessment requirements. The quality, quantity, currency, and relevance of the assessment evidence enabled me to make a judgement of competency for this student. I have uploaded this student's evidence for the RTO to certify and forwarded results to the Administration for entry into RTO Student Management System on the Record of Outcome Form at the end of the Student Assessment Book.		
Feedback to Student			
I acknowledge the feedback provided by my Assessor. Provide any comments below that you wish your Assessor to know.			
Student's signature		Date	
Assessor's name Please print			
Assessor's Signature		Date	

Assessment Task 2: Practical Project 1 and 2

Overview of Task

You are to demonstrate your skills and abilities to plan and prepare resources to maintain a natural area in two different ecological environments.

What resources do I need to complete this task?

- Access to learning materials
- Access to a computer and the Internet
- Access to word processing software
- Access to workplace policies and procedures for safety, biosecurity and maintenance tasks
- Access to workplace instructions, and natural area maintenance plan with specifications specific to the site
- Access to legislative requirements for records
- Access to tools, equipment, machinery, consumables and PPE
- Access to the Resources Folder for documents from the Internet and Templates
- Access to two sites to demonstrate skills on a natural area
- Access to a supervisor

Instructions to Students:

- You must demonstrate your understanding of the issues and procedures related to this task
- You must demonstrate your practical skills to be able to maintain two different ecological sites
- You must take before and after photographs and submit your site assessments and planning documents for two sites.
- Your work for this project will also be observed over the semester by your Assessor
- Your Assessor will advise you if you can email your evidence or if you have to print it out and submit hard copies.
- Submit your evidence on time.
- Your evidence must be authentic (original, references, not plagiarised).

You will be required to have a good understanding of the following areas:

Part A: Plan the maintenance work

- Plan access to site to minimise disturbance and degradation
- Identify legislative requirements, codes of practice and relevant management strategy and plan
- Identify relevant environmental factors in maintenance works
- Interpret plans, specifications and legislative requirements, and consolidate information to determine maintenance tasks and performance standards
- Consult stakeholders about pending maintenance works

Observation Checklist – Part A

Student's Name				
Name of Assessor				
Unit of Competency	AHCECR301 Maintain native ecosystem areas Release 1			
Procedure	Observation in the field undertaking maintenance of two sites			
Instructions for students				
Observation of the learner in the field undertaking the maintenance works to restore two native sites, one for plants and one for animals according to legislative and workplace requirements. Students are to plan out the maintenance works for both sites using the criteria in the task.				
Instructions for the Assessor				
You are to record on this sheet whether the Candidate met the criteria below from the demonstration they completed for both sites. If they did, tick Yes. If not, tick No and make a comment in the feedback section as to why it doesn't so they can resubmit the required work.				
Criteria	Task #	Did the student meet the requirements below?	Yes/No	Comments
Site 1:				
Site 2:				
Part A: Plan out the maintenance works for each site				
1	A sketch map of the site has been prepared and marked with:			
	a. location of all sensitive area			
	b. vegetation quality mapping			
	c. proposed access into and through site			
2	Stakeholders have been identified			
3	Students have discussed site issues with stakeholders			
4	Students have found and have read and reported on all relevant legislation and other documentation relating to site such as a vegetation survey. Codes of practice, principles of restoration work and management plan			

Observation Checklist – Part B

Student's Name				
Name of Assessor				
Unit of Competency	AHCECR301 Maintain native ecosystem areas Release 1			
Procedure	Observation in the field undertaking maintenance of two sites			
Instructions for students				
Demonstration: Students will undertake maintenance works on site				
Instructions for the Assessor				
You are to record on this sheet whether the Candidate met the criteria below from the demonstration they completed for both sites. If they did, tick Yes. If not, tick No and make a comment in the feedback section as to why it doesn't so they can resubmit the required work.				
Criteria	Task #	Did the student meet the requirements below?	Yes/No	Comments
Site 1:				
Site 2:				
Part B: Undertake the maintenance works on each site				
1	Students used PPE as necessary and followed safety procedures			
2	Monitoring of movements of personnel and visitors is undertaken and recorded			
3	Student undertook the planned maintenance works with minimal damaging impacts to environment and submitted photographs of the before and after situations.			
4	Student followed the environmental sustainability and biosecurity policies and procedures			
5	Student identified and implemented protective measures to avoid degradation and disturbance during maintenance works			
6	Student identified and used protective structures, devices and signs for each site			

Observation Checklist – Part C

Student's Name				
Name of Assessor				
Unit of Competency	AHCECR301 Maintain native ecosystem areas Release 1			
Procedure	Observation in the field undertaking maintenance of two sites			
Instructions for students				
Demonstration: Students will clean tools and equipment, make good the site and dispose of waste.				
Instructions for the Assessor				
You are to record on this sheet whether the Candidate met the criteria below from the demonstration they completed for both sites. If they did, tick Yes. If not, tick No and make a comment in the feedback section as to why it doesn't so they can resubmit the required work.				
Criteria	Task #	Did the student meet the requirements below?	Yes/No	Comments
Site 1:				
Site 2:				
Part C: Complete the activities on each site.				
1	Site is made good following works. Photographs submitted.			
2	Equipment is cleaned and stored correctly to prevent contamination elsewhere.			
3	Clean and restore site on completion of works by following the required procedures			
4	Removed, or disposed of excess materials from site according to workplace requirements			
Feedback to Student				
Assessor's Signature:				
Date:				

Evidence to submit

Evidence Submitted to Assessor - Tick if submitted (✓)		Submitted
Attach this checklist to your Assessment Cover Sheet and evidence		
1	Site Assessment Plan for two sites	<input type="checkbox"/>
2	Photographs before and after the maintenance activities for both sites	<input type="checkbox"/>
3	Risk Management Plan for each site	<input type="checkbox"/>
4	Assessor's Observation Checklist Part A	<input type="checkbox"/>
5	Assessor's Observation Checklist Part B	<input type="checkbox"/>
6	Assessor's Observation Checklist Part C	<input type="checkbox"/>
8	Assessment Cover Sheet and Evidence List	<input type="checkbox"/>

Assessment Task 3: Written Report to your Supervisor

Overview of Task

You are to produce a written report on the work carried out in the field for your supervisor meeting the criteria in the checklist.

What resources do I need to complete this task?

- Access to learning materials
- Access to a computer, printer, paper, toner and the Internet
- Access to word processing software
- Access to the Resources Folder for documents from the Internet and Templates
- Access to your Log book after completion of your maintenance work.
- Access to a camera or phone to take photos.

Instructions to Students:

- This is an open book test which means you can use your learning materials as a reference.
- You need to meet all criteria for the report as specified in the checklist.
- You must word process your report using an appropriate business font e.g. Arial, Verdana, Tahoma or Times New Roman with at least 10pt font size. Leave a margin of at least 1cm each side and use an appropriate line spacing e.g. 1.5.
- It is expected that this report would be a minimum of 5x A4 pages.
- Your Assessor will advise you if you can email your evidence or if you have to print it out and submit hard copies.
- Submit your evidence on time.
- Your evidence must be authentic (original, references, not plagiarised).

You will be required to have a good understanding of the following areas:

- ecological principles related to maintaining natural areas, including:
- importance of biodiversity in an ecologically stable community:
- environmental factors to be considered in maintenance works
- basic protection/restoration or rehabilitation methods
- protocols of engaging with traditional owners and the consultation process
- seeding techniques
- vegetation replacement methods and their application in restoration programs
- recognition of common weeds and pests and their impact on natural areas
- purpose and processes for natural area restoration
- standards and procedures for planting nursery stock and transplants into natural areas
- workplace health and safety procedures
- requirements of traditional land owners, government and non-government agencies, special interest groups and other stakeholders about diversity of natural area usage
- applicable state or territory and commonwealth legislation covering parks, conservation, environmental protection and heritage.

Evidence to submit

Evidence Submitted to Assessor - Tick if submitted (✓)		Submitted
Attach this checklist to your Assessment Cover Sheet and evidence		
1	Report to Supervisor	<input type="checkbox"/>
2	Assessment Cover Sheet and Evidence List	<input type="checkbox"/>

Record of Assessment Outcomes

This section records all the evidence used to form the final assessment decision. Please document all types of evidence used in this assessment.

Student Name			
Unit of Competency	AHCECR301 Maintain native ecosystem areas Release 1		
Assessment Requirements	Task Outcomes		
	Satisfactory (S)	Not Satisfactory (NS)	Resubmit
Assessment Task 1: Written Assignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assessment Task 2: Practical Projects - Part A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assessment Task 2: Practical Projects- Part B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assessment Task 2: Practical Projects - Part C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assessment Task 3: Written Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Assessment Outcome			
<input type="checkbox"/> Competent	<input type="checkbox"/> Not Yet Competent	<input type="checkbox"/> Resubmit	
If a resubmission is required what additional evidence or corrections are required?			
Assessor Name:			
Assessors Signature:		Date	

Appendix 1 - Student Survey

At the end of each unit, we would like to collect feedback, so we can identify areas for improvement in our materials. Circle or highlight the response you wish to use. We would appreciate your assistance by providing your constructive feedback.

Please complete the survey and return it to Claydon Brothers Pty Ltd by email: sales@claydonbrothers.com.au.

Thank you for your time.

Qualification code and name					
Unit code and name	AHCECR301 Maintain native ecosystem areas Release 1				
Date:					
Please read the statements below and circle the most appropriate response:	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1. The amount of time for the assessment was appropriate.	1	2	3	4	5
2. The training and assessment materials for this unit were suitable to my learning style and easy to use.	1	2	3	4	5
3. The content was interesting and engaging.	1	2	3	4	5
4. The topics were presented in a logical sequence.	1	2	3	4	5
5. The assessment tasks were clear; and it was easy for me to understand what was required of me.	1	2	3	4	5
6. What did you find most interesting or useful about this unit?					
7. What, if anything, did you find the least useful about the unit?					
8. Please make any constructive suggestions that would improve these materials for future students?					

Thank you for providing your valuable feedback.