



CLAYDON BROTHERS

DIGITAL EXCELLENCE

Student Assessment Book

AHCPCM303 - Identify plant specimens (Release 2)



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Claydon Brothers

Document Control

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Introduction

This unit of competency describes the skills and knowledge required to inspect plant specimens and describe the features and attributes of a plant for the purpose of plant identification and providing information to a client or organisation.

The unit applies to individuals who work under broad direction 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 occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Learning Outcomes

1. Inspect plant morphological characteristics
2. Determine status of health and effect on characteristics
3. Identify the specimen
4. Report on the process results

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 Project	You will demonstrate your performance in the skills listed in the Assessor Checklist by completing the tasks presented.

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	AHCP303 - Identify plant specimens (Release 2)		
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: Record of Outcome

Assessment Task #	Name of Assessment Task	Satisfactory	Not Yet Satisfactory
Assessment Task 1	Written Assignment	<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 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 and the Internet
- Access to word processing software
- Access to Policies and Procedures
- Access to SOP's
- Access to SDS'
- Access to Manufacturers manuals/guidelines
- 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:

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- principles and practices of plant identification, including:
 - plant health problems indicative of plant species
 - basic physiology and life cycle of pests and diseases
 - botanical terms for plant morphology, physiology
- symptoms of plant pests and diseases that mask characteristics for identification
- methods of data capture
- plant identification techniques
- problem-solving techniques
- soil characteristics particularly in relation to the local region
- plant characteristics including tactile and sensory
- levels (categories) of taxonomic classification.

Grading

You must get all questions 100% correct and any supporting documentation requested is submitted to gain a satisfactory in this task.

Location

The assessment will take place in the classroom, a Computing Lab or as otherwise instructed by the Assessor.

Assessment Cover Sheet

Student Name		USI	
Unit of Competency	AHCP303 - Identify plant specimens (Release 2)		
Assessors Name			
Assessment Task 1	Practical Project 1		
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 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

Overview of Task

You are to demonstrate your skills and abilities in identifying plant specimens.

What resources do I need to complete this task?

- Internet, PC and printer
- Word processing software
- Access to plant identification key
- Policy and procedures for identification of plants
- Equipment tools and materials to assist in the collection and identification of plant specimens.
- Microscope to identify further aspects of specimens.
- Dichotomous keys; published plant descriptions, illustrations and photographs; Properly identified herbarium specimens
- physical conditions - skills must be demonstrated in a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials - live plant specimens, tools and equipment necessary for plant observations
- botanical reference materials, plant data bases, plant keys
- specifications - workplace documents including procedures and processes for recording data and preparing reports
- workplace instructions, specifications or client briefs
- relationships with real clients.

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 identify plant specimens
- 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).
- Word process any documentation or neatly handwrite.
- Ask your Assessor to clarify items you are unsure about prior to commencing.

Grading

All supporting documentation requested must be submitted; and demonstrations to the Assessor must meet the criteria specified and to industry standards to gain a satisfactory in this task.

Location

The assessment will take place in the field or as otherwise instructed by the Assessor.

Assessor Checklist

Student's Name				
Name of Assessor				
Unit of Competency	AHCCPM303 - Identify plant specimens (Release 2)			
Assessment Task #	Assessment Task 2 – Identifying plant specimens			
Instructions to Students:				
You will be assessed on recognising plants as per the task provided previously for this assessment. Use this checklist to determine if you have completed all aspects.				
Instructions to Assessor:				
Please use the Checklist below to assess the student in Assessment Task 2. Tick S if satisfactory and demonstrated, Tick U if not demonstrated or unsatisfactory.				
Criteria	Task #	Did the student:	S	U
1.0	1-3	Inspect plant morphological characteristics of at least ten plants		
1.1	4	Observe morphological, tactile and sensory characteristics of the plant specimens		
1.2	5	Record observations and characteristics according to workplace procedures		
1.3	6	Identify the plant division by comparing plant specimen's characteristics with taxonomic classification		
2.0	7	Determine status of health and effect on characteristics		
2.1	8	Inspect the plant specimen for health conditions that affect plant characteristics		
2.2	9	Recognise and record health characteristics indicative of plant that support identification		
3.0	10	Identify the specimen		
3.1	11	Use reference material to compare plant specimen's characteristics to taxonomic levels (categories)		
3.2	12	Obtain and compare known images or samples to plant specimens		
3.3	13	Analyse plant specimens for specific characteristics and identify to lowest level (category) of classification		
4.0	14	Report on the process results		

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	AHCP303 - Identify plant specimens (Release 2)		
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 Project	<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	AHCPCM303 - Identify plant specimens (Release 2)				
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.