

ELECTIVE COMPETENCIES

UNIT OF COMPETENCY: Load and unload goods/cargo

UNIT CODE: AGR642302

UNIT DESCRIPTOR This unit covers the skills and knowledge required to load and unload goods and cargo, including loading and unloading goods, securing and protecting the load and completing all required documentation

ELEMENT	PERFORMANCE CRITERIA <i>Italicized Bold</i> terms are elaborated in the Range of Variables
1. Load and unload goods/cargo	<ul style="list-style-type: none">1.1 Load characteristics are identified and taken into account when determining appropriate loading and unloading procedures1.2 Dangerous or hazardous goods are identified and handled in accordance with relevant regulations/permit requirements1.3 Load is packed/unpacked to make safe and effective use of available spaces1.4 Goods/cargo are loaded in accordance with relevant mass and loading regulations and workplace procedures1.5 Lifting aids and appliances are selected and used to aid loading procedures in compliance with workplace procedures and safety legislation1.6 Unloading activities are conducted in a safe and efficient manner taking into account suitable locations, stowage, safe use of equipment and the balance of the remaining load1.7 Goods requiring special handling and/or documentation are identified and appropriate procedures followed1.8 Relocated material is restacked appropriate for the transport method, safe height, weight loading, size and crushability of the goods

<p>2. Secure and protect load</p>	<p>2.1 The distribution of the load is checked to ensure that it is even, legal and within safe working capacity</p> <p>2.2 Load is checked to ensure that dangerous goods and hazardous substances are appropriately segregated in accordance with relevant regulations</p> <p>2.3 Load is secured using the correct load restraint and protection equipment for different loads, carrying and storage conditions</p> <p>2.4 The load is protected in accordance with legal and workplace safety requirements</p>
<p>3. Complete documentation</p>	<p>3.1 The load is inspected and checked for security to travel in accordance with relevant regulations/permit requirements</p> <p>3.2 All required documentation for the goods is completed in accordance with workplace requirements</p>

RANGE OF VARIABLES

VARIABLE	RANGE
1 OH&S requirements may include:	1.1 OH&S legal requirements 1.2 Enterprise OH&S policies, procedures and programs
2 Work in carried out in accordance with regulations. Regulatory requirements may include:	2.1 Relevant regulations regarding food processing and food safety regulations 2.2 Department of Health – Food Establishments – Code of Sanitation of the Philippines (P.D.856) 2.3 Environment Management Bureau regulations regarding emissions, waste treatment, noise and effluent treatment and control
3 Hygiene and sanitation requirements may include:	3.1 Department of Health – Food Establishments – Code of Sanitation of the Philippines (P.D.856) 3.2 Requirements set out by Bureau of Food and Drugs 3.3 Workplace requirements
4 Workplace requirements may include:	4.1 Work instructions 4.2 Standard operating procedures 4.3 OH&S requirements 4.4 Quality assurance requirements 4.5 Equipment manufacturers' advice 4.6 Material Safety Data Sheets 4.7 Codes of Practice and related advice
5 General Context:	5.1 Work must be carried out in compliance with the relevant regulations/permit requirements including those of the relevant roads and traffic authority concerning the loading of goods/cargo 5.2 Work is performed under some supervision generally within a team environment 5.3 Work involves the application of the basic principles, routine procedures and regulatory/permit requirements to the loading and unloading of goods/cargo
6 Worksite environment	6.1 Operations may be conducted in a range of work environments by day or night 6.2 Customers may be internal or external 6.3 Workplaces may comprise large, medium or small worksites 6.4 Work may be conducted in: 6.4.1. restricted spaces 6.4.2. exposed conditions 6.4.3. controlled or open environments 6.5 Goods/cargo to be loaded or unloaded may require special precautions

	<p>6.6 Loads to be shifted may be:</p> <ul style="list-style-type: none"> 6.6.1. irregularly shaped 6.6.2. packaged or unpackaged 6.6.3. labelled or unlabelled 6.6.4. palletted or unpalletted <p>6.7 Hazards in the work area may include exposure to:</p> <ul style="list-style-type: none"> 6.7.1. chemicals 6.7.2. dangerous or hazardous substances 6.7.3. movements of equipment, goods and materials <p>6.8 Personnel in the work area may include:</p> <ul style="list-style-type: none"> 6.8.1. workplace personnel 6.8.2. site visitors 6.8.3. contractors 6.8.4. official representatives <p>6.9 Communication in the work area may include:</p> <ul style="list-style-type: none"> 6.9.1. phone 6.9.2. electronic data interchange 6.9.3. fax 6.9.4. e-mail 6.9.5. Internet 6.9.6. radio 6.9.10 oral, aural or signed communications <p>6.10 Loading operations may be carried out both manually and with the aid of lifting equipment and/or appliances</p> <p>6.11 Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:</p> <ul style="list-style-type: none"> 6.11.1. company procedures 6.11.2. enterprise procedures 6.11.3. organisational procedures 6.11.4. established procedures <p>6.12 Personal protection equipment may include:</p> <ul style="list-style-type: none"> 6.12.1. gloves 6.12.2. safety headwear and footwear 6.12.3. safety glasses 6.12.4. two-way radios <p>6.13 high visibility clothing</p>
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<p>7 Sources of information/documentation:</p>	<p>7.1 Information/documents may include:</p> <ul style="list-style-type: none"> 7.1.1. goods identification numbers and codes, 7.1.2. manifests, bar codes, goods and container identification 7.1.3.manufacturer's specifications for equipment/tools 7.1.4.workplace procedures and policies for the loading and unloading of goods/cargo 7.1.5. supplier and/or client instructions 7.1.6.material safety data sheets 7.1.7.EPGs and Initial Response Guide (HB76:1998 or equivalent) 7.1.8.codes of practice including the manual handling <p>7.2 award, enterprise bargaining agreement, other industrial arrangements</p> <p>7.3 quality assurance procedures</p> <p>7.4 emergency procedures</p> <p>7.5 Load Restraint Guidelines</p>
<p>8 Applicable regulations and legislation:</p>	<p>8.1 Applicable regulations and legislation may include relevant standards and regulations including mass and loading regulations</p> <p>8.2. Philippine and international regulations and codes of practice for the handling and transport of dangerous goods and hazardous substances.</p> <p>8.3. Relevant environmental protection legislation</p> <p>8.4. Relevant OHS legislation</p>

EVIDENCE GUIDE

<p>1. Critical aspects of Competency</p>	<p>Assessment requires evidences that the candidate</p> <ol style="list-style-type: none"> 1.1. identified load characteristics, dangerous or hazardous goods, loading equipment and related practices and take appropriate action 1.2. identified class and subsidiary risk labels for dangerous goods and take appropriate action 1.3. followed applicable codes 1.4. safely loaded and unloaded goods following workplace procedures 1.5. distributed and secured load for safe transport in accordance with regulations 1.6. located, interpreted and applied relevant information 1.7. provided customer/client service and work effectively with others 1.8. conveyed information in written and oral form when loading/unloading 1.9. maintained workplace loading/unloading records 1.10. selected and used appropriate workplace colloquial and technical language and communication technologies in the workplace context
<p>2. Underpinning Knowledge and Attitudes</p>	<p>Knowledge of:</p> <ol style="list-style-type: none"> 2.1. Loading regulations 2.2. Philippine and international regulations and codes of practice for the handling and transport of dangerous goods and hazardous substances 2.3. OHS and procedures and guidelines concerning the lifting and movement of loads 2.4. Risks when loading and unloading goods/cargo and related precautions to control the risk 2.5. Workplace procedures and policies for the loading and unloading of goods/cargo 2.6. Housekeeping standards procedures required in the workplace 2.7. Methods of securing a load 2.8. Site layout and obstacles

	<p>2.9. Ability to identify and correctly use equipment required to load and unload goods/cargo</p> <p>2.10 Ability to modify activities depending on differing workplace contexts, risk situations and environments</p> <p>2.11. Ability to read and comprehend simple statements</p> <p>2.12 Ability to identify containers and goods coding, markings and, where applicable, emergency information panels and take appropriate action</p> <p>2.13. Ability to estimate the size shape and special requirements of loads and take appropriate action</p> <p>2.14. Ability to safely use manual handling techniques and to operate manually-operated load shifting equipment</p>
3. Underpinning Skills	<p>3.1. Planning and organizing work (time management)</p> <p>3.2. Working with others and in teams</p>
4. Resource Implication	<p>The following resources should be provided:</p> <p>4.1. Workplace location and access to workplace policies</p> <p>4.2. Materials relevant to the proposed activity and tasks</p>
5 Methods of Assessment	<p>Competency should be assessed:</p> <p>5.1. Through direct observation / demonstration</p> <p>5.2. Portfolio</p>
6. Context of Assessment	<p>Assessment should be in a workplace.</p> <p>6.1. Demonstration of competency over time and on a number of occasions</p>

UNIT OF COMPETENCY: ASSEMBLE AND REPAIR DAMAGED NETTING

UNIT CODE: AGR642303

UNIT DESCRIPTOR : This unit covers the skills and knowledge required to repair various types of damage that occurs to the netting material used for fish or prawn trawls, purse seines, beach seines or gill nets.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms are elaborated in the Range of Variables</i>
1. Prepare netting material for repair	<p>1.1 Netting material is arranged and repair tools organized to maximize job efficiency and safety.</p> <p>1.2 Material required for the repair operation is identified by measuring existing material or by reference to a gear plan.</p> <p>1.3 Damaged netting is removed using net work tools and disposed of to eliminate environmental impact according to enterprise procedures.</p> <p>1.4 Retained netting is prepared ready to accept replacement.</p> <p>1.5 Replacement netting is shaped with net repair tools.</p> <p>1.6 Replacement netting is strengthened according to the gear plan or supervisor's instructions before being added to the net.</p>
2. Mend holes and rips using twine	<p>2.1 Starting points are identified and twine is secured to the netting according to supervisor's instructions.</p> <p>2.2 Twine is used to tie knots that make meshes to resemble original netting.</p> <p>2.3 Twine is secured at the end of the repair according to supervisor's instructions.</p>

<p>3. Mend large scale damage using netting material</p>	<p>3.1 Starting points are identified and twine is secured to the netting according to supervisor's instructions.</p> <p>3.2 Existing and replacement material is <i>joined</i> using twine and knots to resemble original netting.</p> <p>3.3 Existing and replacement material is joined using twine and <i>lacing</i> to resemble original netting.</p>
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RANGE OF VARIABLES

VARIABLE	RANGE
1. Material:	gill netting: monofilament multi-monofilament purse seine netting: knotted and knotless netting braided twine twisted twine polyethylene (PE) polyamide (nylon) (PA) strengthening ropes.
2. Tools:	netting needles: bone flat knives Scissors measuring devices: marked rod mesh gauge ruler stands tensioning devices.
3. Efficiency:	posture of workers safety of working area proximity to resources worker comfort speed of work.

4. Repair operation:	holes rips patches joining two panels with: sewing lacing additional strengthening ropes different sized meshes patching.
5. Measuring:	twine: ply diameter tex, Rtex material type: PE PA monofilament braided twisted mesh size for mending purposes mesh size for fisheries regulation purposes.
6. Prepared:	knots: cleaned off remaining starting point end point all other meshes either: points or meshes.
7. Shaped:	all meshes all points all bars combinations of above to form tapers.

8. Strengthened:	selvedge bordered with stronger netting double twine gathering meshes strengthening ropes.
9. Secured:	double sheet bend sheet bend with overhand knot.
10. Knots:	double sheet bend sheet bend tied horizontally and vertically side knot: net maker's half hitches rolling hitch or hanging knots baiting joining (fisherman's) knot sewn with meshes horizontal sewn with meshes vertical.
11. Netting:	regular meshes of netting meshes running through a join in two panels meshes along the side of a panel: all bar taper decreasing along a hung edge all bar taper increasing along a hung edge combinations of points, meshes and bars to form a taper.
12. Joined:	mesh to mesh point to point paper to taper gathering meshes together.
13. Lacing:	temporary mending in seine netting two panels together including strengthening ropes.

EVIDENCE GUIDE

<p>1. Critical Aspects of Competency</p>	<p>Assessment requires evidences that the candidate:</p> <ul style="list-style-type: none"> repaired various types of damage that occurs to the netting material used for fish or prawn trawls, purse seines, beach seines or gill nets mended damage to hung areas of netting repaired large scale damage to netting material by sewing in patches and panels <p>1.1. mended rips in netting.</p>
<p>2. Underpinning Knowledge and Attitudes</p>	<p>The essential knowledge and understanding a person needs to perform work to the required standard include:</p> <ul style="list-style-type: none"> factors which contribute to an efficient, fast and safe net mending job naming, identifying and understanding different netting terms order in which knots are tied to form netting material recognizing polyethylene and polyamide netting measuring different types of netting using a taper table to design netting panels of a required depth, width or taper how a gear plan describes a net.
<p>3. Underpinning Skills</p>	<p>The essential skills a person needs to perform work to the required standards include:</p> <ul style="list-style-type: none"> using the net mending tools listed in the range of variables preparing repair jobs by establishing start and end points and either meshes or points in between cutting tapers into netting material strengthening netting material mending rips and holes by sewing twine and knots listed <p>repairing large scale damage to netting material by sewing in patches and panels</p> <p>mending damage to hung areas of netting</p> <p>3.1. joining panels of netting of different sized</p>

	<p>meshes.</p> <p>Literacy skills used for: reading tables describing the effect of tapers on panel shape</p> <p>3.2. interpreting the abbreviations on a gear plan.</p> <p>Numeracy skills used for: counting the ply of twine measuring the diameter of twine counting meshes</p> <p>3.3. calculating joining ratios.</p>
4. Resource Implication	<p>Resources must include:</p> <p>4.1 different types of netting requiring repair</p> <p>4.2 fully operational net repair area.</p>
5. Methods of Assessment	<p>Competency should be assessed:</p> <p>5.1 through direct observation / demonstration</p> <p>5.2 portfolio</p>
6. Context of Assessment	<p>6.1 Assessment should be in a workplace.</p> <p>6.2 Demonstration of competency over time and on a number of occasions.</p>

UNIT OF COMPETENCY: IMPLEMENT THE FOOD SAFETY PROGRAM AND PROCEDURES

UNIT CODE: AGR642317

UNIT DESCRIPTOR : This unit covers the skills and knowledge required to maintain personal hygiene and conduct, food handling, housekeeping and waste disposal related to work tasks and responsibilities where work involves operation of production and/or packaging equipment and processes

ELEMENT		PERFORMANCE CRITERIA <i>Italicized Bold terms are elaborated in the Range of Variables</i>
1. Implement food safety program	1.1 1.2 1.3 1.4 1.5 1.6	<i>Food handling</i> requirements are identified Food handling is carried out according to the food safety program <i>Food safety hazards</i> are controlled as required by the food safety program Where food safety control requirements are not met, the incident is promptly reported and corrective action taken <i>Food safety information</i> is recorded to meet requirements of the food safety program The workplace is maintained in a clean and tidy order to meet workplace standards
2. Participate in maintaining and improving food safety	2.1 2.2 2.3 2.4	Work area, materials, equipment and product are routinely monitored to ensure compliance with food safety requirements Processes, practices or conditions which could result in a food safety breach are identified and reported according to <i>workplace reporting requirements</i> Corrective action is taken in accordance with the food safety program Food safety issues are raised with designated personnel

<p>3. Comply with personal hygiene standards</p>	<p>3.1 <i>Personal hygiene</i> meets the requirements of the <i>food safety program</i></p> <p>3.2 Health conditions and/or illness are reported as required by the food safety program</p> <p>3.3 <i>Clothing</i> and footwear worn is appropriate for the food handling task and meets the requirements of the food safety program</p> <p>3.4 Movement around the workplace complies with the food safety program</p>
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RANGE OF VARIABLES

VARIABLE	RANGE
1. OH&S requirements may include:	1.1. OH&S legal requirements 1.2. Enterprise OH&S policies, procedures and programs
2. Regulatory requirements may include:	2.1. Relevant regulations regarding food processing and food safety regulations 2.2. Department of Health – Food Establishments – Code of Sanitation of the Philippines (P.D.856) 2.3. Environment Management Bureau regulations regarding emissions, waste treatment, noise and effluent treatment and control
3. Hygiene and sanitation requirements may include:	3.1. Department of Health – Food Establishments – Code of Sanitation of the Philippines (P.D.856) 3.2. Requirements set out by Bureau of Food and Drugs 3.3. Workplace requirements
4. Workplace requirements may include:	4.1. Work instructions 4.2. Standard operating procedures 4.3. OH&S requirements 4.4. Quality assurance requirements 4.5. The ability to perform the task to production requirements
5. A food safety program:	5.1. A food safety program is a written document that specifies how a business will control all food safety hazards that may be reasonably expected to occur in all food handling operations of the food business. The food safety program and related procedures must comply with legal requirements. Where no food safety program is in place, food safety requirements may be specified in general operating procedures
6. Food safety information:	6.1. Food safety information may be provided in a food safety program and/or in Standard Operating Procedures (SOPs), specifications, log sheets and written or verbal instruction

7. Food handling:	<p>7.1. Food handling refers to food receipt and storage, food preparation, cooking, holding, cooling, chilling and reheating, packaging, and disposal</p> <p>7.2. Products/materials handled and stored can include raw materials, ingredients, consumables, part-processed product, finished product and cleaning materials</p>
8. Food safety breaches:	<p>8.1. Examples of a breach of food safety procedures could include failure to check delivery temperatures of potentially hazardous chilled food; failure to place temperature-sensitive food in temperature controlled storage conditions promptly; failure to wash hands when required; and use of cloths for unsuitable purposes</p> <p>8.2. Responsibility for monitoring food safety, identifying breaches in food safety procedures and taking corrective action relates to own tasks and responsibilities and occurs in the context of the food safety program in the workplace</p> <p>8.3. Monitoring describes the methods used to confirm that a food safety hazard is in control. Examples of monitoring procedures include taking temperatures, collecting samples, conducting visual inspections and conducting other tests as required</p>
9. Food safety hazard:	<p>9.1. A food safety hazard is a biological, chemical or physical agent in, or condition of, food that has the potential to cause an adverse health effect</p>
10. Personal hygiene:	<p>10.1. Minimum personal hygiene requirements are specified by the food safety program. At a minimum this must meet legal requirements and/or state legislation/regulations</p>
11. Reporting health conditions:	<p>11.1. Reporting of health conditions and illness requirements are specified by the food safety program. At a minimum this must meet legal requirements and/or state legislation/regulations</p>

12. Appropriate clothing:	12.1. Appropriate clothing and footwear depends on work requirements. It should be designed to ensure that the body and clothing itself does not contaminate food or surfaces likely to come into contact with food. Examples of clothing designed to prevent contamination by the body include purpose designed overalls or uniforms, hair-nets, beard snoods, gloves and overshoes
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EVIDENCE GUIDE

<p>1. Critical aspects of Competency</p>	<p>Assessment requires evidences that the candidate :</p> <ol style="list-style-type: none"> 1.1. Located and followed workplace information relating to food safety responsibilities 1.2. Followed workplace procedures to maintain food safety as required by the food safety program relating to own work 1.3. Monitored food safety hazards as required by the food safety program. This may include methods such as visual inspection, sampling and testing 1.4. Recorded results of monitoring, and maintain records as required by the food safety program 1.5. Identified and reported situations that do not meet the requirements of the food safety program and/or could result in unsafe food 1.6. Took corrective action as required by food safety program within level of responsibility 1.7. Handled, cleaned and stored equipment, utensils, packaging materials and similar items according to the requirements of the food safety program as required by work role 1.8. Maintained personal hygiene consistent with the food safety program 1.9. Took necessary precautions when moving around the workplace and/or from one task to another to maintain food safety 1.10. Worn and maintained appropriate clothing/footwear as required by work tasks and consistent with the requirements of the food safety program 1.11. Reported health conditions and illness as appropriate according to the food safety program 1.12. Handled and disposed of out-of-specification or contaminated food, waste and recyclable material according to food safety program as this
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	<p>requirement relates to own work responsibility</p> <p>1.13. Maintained the work area in a clean and tidy state</p> <p>1.14. Identified and reported signs of pest infestation</p> <p>1.15. Recorded food safety information in appropriate format</p> <p>1.16. Collected samples and conducted tests according to the food safety program</p> <p>1.17. Participated in investigating food safety breaches</p>
2. Underpinning Knowledge and Attitudes	<p>2.1. Sources of information and expertise on procedures and responsibilities for food safety relating to own work</p> <p>2.2. Basic concepts of HACCP-based food safety. This includes identification of hazards that are likely to occur, establishing appropriate methods of control and confirming that controls are met</p> <p>2.3. Food safety management arrangements in the workplace. This includes awareness of food safety legislation and workplace policies and procedures to implement responsibilities. It includes an understanding of the relationship between the quality system and food safety program, personnel responsible for developing and implementing the food safety program, the role of internal and external auditors as appropriate, procedures followed to investigate contamination events, and performance improvement processes</p> <p>2.4. Awareness of common micro biological, physical and chemical hazards related to the foods handled in the work area. This includes the types of hazards likely to occur, the conditions under which they occur, possible consequences and control methods to prevent occurrence</p> <p>2.5. Basic understanding of the properties, handling and storage requirements of</p>

	<p>ingredients, materials and products handled and used</p> <p>2.6. Suitable standard for materials, measuring devices, equipment and utensils used in the work area</p> <p>2.7. Food safety requirements related to work responsibilities. This includes personal hygiene, requirements and procedures to report illness and safe food handling practices for own work</p> <p>2.8. Methods used to monitor that food safety is under control. This may include an understanding of the purpose of sampling and taking measurements such as temperature and pH and conducting inspections and tests</p> <p>2.9. Action required in the event of non-compliance. Corrective action is typically described in the food safety program and/or related workplace information</p> <p>2.10. Purpose of keeping records and the recording requirements of the food safety program</p> <p>2.11. Methods used in the workplace to isolate or quarantine food which may be unsafe</p> <p>2.12. Product and ingredient traceability procedures. This may include product recall where required by work responsibilities</p> <p>2.13. Clothing and footwear requirements for working in and/or moving between food handling areas</p> <p>2.14. Personal clothing maintenance, laundering and storage requirements</p> <p>2.15. Appropriate bandages and dressings to be used when undertaking food handling</p> <p>2.16. Housekeeping requirements and responsibilities relating to own work. Where relevant this includes use and storage of housekeeping/cleaning equipment</p> <p>2.17. Procedures to follow in the event of pest sighting or discovery of infestation</p> <p>2.18. Purpose and importance of cleaning and sanitation procedures</p> <p>2.19. Waste collection, recycling and handling</p>
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	<p>procedures relevant to own work responsibilities</p> <p>2.20. Cleaning and sanitation procedures</p> <p>2.21. Impact of rework handling/addition on food safety</p> <p>2.22. Sampling and test methods</p>
3. Underpinning Skills	<p>3.1. Planning and organizing work (time management)</p> <p>3.2. Working with others and in teams</p>
4. Resource Implication	<p>The following resources must be provided:</p> <p>4.1. workplace location and access to workplace policies</p> <p>4.2. materials relevant to the proposed activity and tasks</p>
5. Methods of Assessment	<p>Competency should be assessed:</p> <p>5.1. through direct observation / demonstration</p> <p>5.2. portfolio</p>
6. Context of Assessment	<p>6.1. Assessment should be in a workplace.</p> <p>6.2. Demonstration of competency over time and on a number of occasions. as required</p>

UNIT OF COMPETENCY: KEEP RECORDS FOR A MUNICIPAL FISHING BUSINESS

UNIT CODE: AGR642318

UNIT DESCRIPTOR : This competency standard covers the process of creating and maintaining physical records, preparing and processing basic financial transactions, establishing and maintaining a cash book, and reconciling and preparing invoices within primary production businesses. Both the physical and financial records of the business are vital for use by management for planning purposes, meeting legislative requirements, and the efficient operation of the business on a daily basis.

ELEMENT	PERFORMANCE CRITERIA Bold terms are elaborated in the Range of Variables
1 Prepare and store physical records	<p>1.1 Physical records and inventories required for the organization are determined in consultation with the management team.</p> <p>1.2 Methods for collecting information are reliable, and time and resources are used efficiently.</p> <p>1.3 Appropriate interpersonal skills are used to access relevant information from individuals and teams.</p> <p>1.4 Information is organized into a format suitable for analysis, interpretation and dissemination in accordance with organizational requirements.</p> <p>1.5 Business equipment/technology is used to maintain information in accordance with organizational and OHS requirements.</p> <p>1.6 Records are updated and stored in accordance with organizational requirements.</p>

2 Process petty cash transactions	<p>2.1 Petty cash claims and vouchers are checked for accuracy and authenticity prior to processing.</p> <p>2.2 Petty cash transactions are processed and recorded in accordance with organizational requirements.</p> <p>2.2 Petty cash book balanced in accordance with organizational requirements.</p>
3 Establish and maintain a cash book in accordance with organizational requirements	<p>3.1 Cash receipts and payments book created, and documentation relating to financial transactions checked for validity prior to processing.</p> <p>3.2 Cashbook balances reconciled with bank and creditor statements.</p> <p>3.3 Cashbook balances are used to complete legislative reporting requirements.</p> <p>3.4 Cash flow statements are prepared on the basis of summarised cashbook entries.</p>
4 Reconcile invoices for payment to creditors	<p>4.1 Adjustments and errors are identified, reported and rectified in accordance with organizational requirements.</p> <p>4.2 Invoices processed and payment made in accordance with organizational requirements.</p>
5 Prepare invoices for debtors	<p>5.1 Invoices are prepared accurately and, if required, distributed to nominated person for verification prior to despatch.</p> <p>5.2 Adjustments are made as required in accordance with organizational requirements.</p> <p>5.3 Invoices and other related documents copied and filed in accordance with organizational requirements for taxation and auditing purposes.</p>

RANGE OF VARIABLES

VARIABLE	RANGE
1. physical records	1.1. Records may include a 1.1.1. property plan 1.1.2. technical data – volume of catch, etc. 1.1.3. monitoring – schedules, etc.
2. management team	2.1. They may be oneself, family members, fellow managers, employees, professional advisors, partners, and mentors.
3. methods for collecting information	3.1. Methods for collecting information may include observation and listening, previous file records, individual research, statistics and reports from other organizations, producing reports from data collected, translating data from diaries and note-books, or professional data collection agency.
4. interpersonal skills	4.1. Interpersonal skills may include effective listening, open questioning techniques, verbal and non verbal communication skills, appropriate body language, and the ability to relate to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities.
5. format	5.1. Format for records and inventories could include maps, graphs, charts, cards, electronic, databases, diaries, or notebooks.
6. business equipment/technology	6.1. Business equipment and technology that might be used include computer, software, Internet, email, calculator, fax or phone.
7. checking for accuracy and authenticity	7.1. Checking may include correct information on voucher, receipt of purchase, and ensuring items are business related.
8. cashbook	8.1. A cashbook documents the daily receipts and payments of the business. It may be created and maintained manually and/or electronically.

9. documentation requires checking for validity	<p>9.1. Documentation may include cheques, taxation invoices, accounts, and credit card vouchers.</p> <p>9.2. Validity may include checking date, signatures, details on cheque are correct, expiry date of credit cards, information on taxation invoice, and accounts are accurate.</p>
10. legislative reporting requirements	10.1. Legislative reporting requirements may include recording Philippine Business Number, business activity statements (BAS), installment activity statements, superannuation, taxation, or work cover.
11. cash flow statements	11.1. Cash flow statements summarize the organizations actual and expected cash flow over designated periods of time. Budgets allocate income against expenses. Both types of statements can be created manually or electronically.
12. creditors and debtors	12.1. Creditors and debtors may include financial institutions, goods and service suppliers, rural merchants, contractors, professional advisors, and co-operatives.
13. taxation and auditing requirements	13.1. Taxation and auditing requirements would include accurate records of all business assets, liabilities, income, expenses and entitlements to be analyzed by an accountant for compliance purposes.
14. transactions	14.1. Financial transactions may include purchasing and selling products, machinery and equipment, vehicles and supplies, banking cheques, paying invoices and bills, or transferring funds electronically.

EVIDENCE GUIDE

<p>1. Critical Aspects of Competency</p>	<p>Assessment requires evidences that the candidate :</p> <ul style="list-style-type: none"> 1.1. created, maintained and stored physical and financial records in accordance with legislative and organizational requirements. 1.2. processed and recorded Financial transactions involving cash, electronic funds transfer, cheques and invoices accurately in accordance with legislative and organizational requirements. <p>The skills and knowledge required to keep records in a rural business must be transferable to a different work environment. For example, across a wide range of small, medium and large agri-fisheries businesses.</p>
<p>2. Underpinning Knowledge and Attitudes</p>	<ul style="list-style-type: none"> 2.1. Knowledge and understanding are essential to apply this standard in the workplace, to transfer the skills to other contexts, and to deal with unplanned events. The knowledge requirements for this competency standard are listed below: 2.2. nature of the business and its legal and organizational structure 2.3. relevant national, provincial and municipal government legislative requirements, especially in regard to OHS and environmental requirements 2.4. organizational policies and procedures relating to the distribution of workplace information, legal and ethical obligations 2.5. procedures to analyze information to identify patterns and trends 2.6. the organizations record keeping/filing systems, security of information and safe record keeping procedures 2.7. principles of effective interpersonal communication 2.8. principles and procedures for cash and non cash handling 2.9. principles of single entry accounting, and cash flow statements.

3. Underpinning Skills	<p>To achieve the performance criteria, appropriate literacy and numeracy levels as well as some complementary skills are required. These include the ability to:</p> <ul style="list-style-type: none"> 3.1. relate to people from a range of social, cultural and ethnic backgrounds, and of varying physical and mental abilities 3.2. collect and record accurate and reliable information 3.3. present data in a format suitable for the organizations requirements 3.4. use business equipment and technology correctly and safely 3.5. file records accurately in accordance with organizational requirements 3.6. perform calculations and balance accounts 3.7. prepare cash flow statements and budgets 3.8. reconcile creditors invoices and prepare debtors invoices 3.9. process forms and other documentation.
4. Resource Implication	<p>The following resources must be provided:</p> <ul style="list-style-type: none"> 4.1. workplace 4.2. source records 4.3. enterprise procedures processing income and expenses, and reporting
5. Methods of Assessment	<p>Competency should be assessed:</p> <ul style="list-style-type: none"> 5.1. through direct observation / demonstration 5.2. Portfolio (checking workplace records and financial reports)
6. Context of Assessment	<ul style="list-style-type: none"> 6.1. Assessment should be in a workplace. 6.2. Demonstration of competency over time

UNIT OF COMPETENCY: APPLY BASIC FIRST AID

UNIT CODE: AGR642319

UNIT DESCRIPTOR : This unit of competency deals with the provision of essential First Aid in recognizing and responding to an emergency using basic life support measures. The First Aide is not expected to deal with complex casualties or incidents, but to provide an initial response where First Aid is required. In this unit it is assumed the First Aide is working under supervision and/or according to established workplace First Aid procedures and policies.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized Bold terms are elaborated in the Range of Variables</i>
1. Assess the situation	1.1 Physical hazards to own and others' health and safety are identified 1.2 Immediate risk to self and health and safety of the casualty/OHS are minimised by controlling the hazard in accordance with OHS requirements 1.3 Casualty's vital signs and physical condition are assessed in accordance with workplace procedures

<p>2. Apply basic First Aid techniques</p>	<p>2.1 First Aid management is provided in accordance with established First Aid procedures</p> <p>2.2 Casualty is reassured in a caring and calm manner and made comfortable using available resources</p> <p>2.3 First Aid assistance is sought from others in a timely manner and as appropriate</p> <p>2.4 Casualty's condition is monitored and responded to in accordance with effective First Aid principles and workplace procedures</p> <p>2.5 Details of casualty's physical condition, changes in conditions, management and response to management are accurately recorded in line with organisational procedures</p> <p>2.6 Casualty management is finalised according to casualty's needs and First Aid principles</p>
<p>3. Communicate details of the incident</p>	<p>3.1 Appropriate medical assistance is requested using relevant communication media and equipment</p> <p>3.2 Details of casualty's condition and management activities are accurately conveyed to emergency services/relieving personnel</p> <p>3.3 Reports to supervisors are prepared in a timely manner, presenting all relevant facts according to established company procedures or existing government standards</p>

RANGE OF VARIABLES

VARIABLE	RANGE
1. Physical hazards may include:	<ul style="list-style-type: none"> 1.1. Workplace hazards 1.2. Environmental hazards 1.3. Proximity of other people 1.4. Hazards associated with the casualty management processes
2. Risks may include:	<ul style="list-style-type: none"> 2.1. Worksite equipment, machinery and substances 2.2. Environmental risks 2.3. Bodily fluids 2.4. Risk of further injury to the casualty 2.5. Risks associated with the proximity of other workers and bystanders
3. Vital signs include:	<ul style="list-style-type: none"> 3.1. Breathing 3.2. Circulation 3.3. Consciousness
4. Established First Aid principles include:	<ul style="list-style-type: none"> 4.1. Checking the site for danger to self, casualty and others and minimizing the danger 4.2. Checking and maintaining the casualty's airway, breathing and circulation
5. Casualty's condition is managed for:	<ul style="list-style-type: none"> 5.1. Abdominal injuries 5.2. Allergic reactions 5.3. Bleeding 5.4. Burns - thermal, chemical, friction, electrical 5.5. Cardiac conditions 5.6. Chemical contamination 5.7. Cold injuries 5.8. Crush injuries 5.9. Dislocations 5.10. Drowning 5.11. Envenomation - snake, spider, insect and marine bites

	<ul style="list-style-type: none"> 5.12. Environmental conditions such as hypothermia, dehydration, heat stroke 5.13. Epilepsy, diabetes, asthma and other medical conditions 5.14. Eye injuries 5.15. Fractures 5.16. Head injuries 5.17. Minor skin injuries 5.18. Neck and spinal injuries 5.19. Needle stick injuries 5.20. Poisoning and toxic substances 5.21. Respiratory management of asthma and/or choking 5.22. Shock 5.23. Smoke inhalation 5.24. Soft tissue injuries including sprains, strains, dislocations 5.25. Substance abuse - including drugs 5.26. Unconsciousness including not breathing and no pulse
6. First Aid management will need to account for:	<ul style="list-style-type: none"> 6.1. Location and nature of the workplace 6.2. Environmental conditions eg electricity, biological risks, weather, motor vehicle accidents 6.3. Location of emergency services personnel 6.4. Use and availability of First Aid equipment and resources 6.5. Infection control
7. Medications may include:	<ul style="list-style-type: none"> 7.1. Asthma—aerosol bronchodilators casualty's own or from First Aid kit in accordance with state and territory legislation 7.2. Severe allergic reactions—adrenaline—subject to casualty's own regime

<p>8. Resources and equipment are used appropriate to the risk and may include:</p>	<p>8.1. Defibrillation units 8.2. Pressure bandages 8.3. Thermometers 8.4. First Aid kit 8.5. Eyewash 8.6. Thermal blankets 8.7. Pocket face masks 8.8. Rubber gloves 8.9. Dressing 8.10. Spacer device 8.11. Cervical collars</p>
<p>9. Communication systems may include but are not be limited to:</p>	<p>9.1. Mobile phone 9.2. Satellite phones 9.3. HF/VHF radio 9.4. Flags 9.5. Flares 9.6. Two-way radio 9.7. Email 9.8. Electronic equipment</p>

EVIDENCE GUIDE

<p>1. Critical Aspects of Competency</p>	<p>Assessment requires evidences that the candidate:</p> <ul style="list-style-type: none"> 1.1. Performed Resuscitation 1.2. Performed demonstration of First Aid casualty management principles assessing and minimizing danger, maintaining the casualty's airway, breathing and circulation 1.3. Performed safe manual handling of casualty 1.4. Considered the welfare of the casualty 1.5. Prepared Report 1.6. Communicated effectively 1.7. Demonstrated ability to interpret and use listed documents <p>Assessment should confirm the knowledge of:</p> <ul style="list-style-type: none"> 1.8. Basic anatomy and physiology 1.9. Company standard operating procedures (sops) 1.10. Dealing with confidentiality 1.11. Knowledge of the First Aide's' skills and limitations 1.12. OHS legislation and regulations 1.13. How to gain access to and interpret material safety data sheets (MSDS)
<p>2. Underpinning Knowledge and Attitudes</p>	<ul style="list-style-type: none"> 2.1. Basic anatomy and physiology 2.2. Duty of care 2.3. Resuscitation 2.4. Bleeding control 2.5. Care of unconscious 2.6. State and territory regulatory requirements relating to currency of skill and knowledge 2.7. Decision making 2.8. Infection control 2.9. Legal requirements 2.10. Airway management 2.11. Assertiveness skills 2.12. Communication skills

3. Underpinning Skills	<p>3.1. Resuscitation</p> <p>3.2. First Aid casualty management principles assessing and minimizing danger, maintaining the casualty's airway, breathing and circulation</p> <p>3.3. Safe manual handling of casualty</p> <p>3.4. Consideration of the welfare of the casualty</p> <p>3.5. Report preparation</p> <p>3.6. Communication skills</p> <p>3.7. Ability to interpret and use listed documents</p>
4. Resource Implication	<p>First Aid equipment and materials</p> <p>Communication equipment appropriate to the workplace</p> <p>Workplace documentation</p> <p>Enterprise procedures</p>
5. Methods of Assessment	<p>Competency should be assessed:</p> <p>Through direct observation / demonstration</p> <p>Portfolio</p>
6. Context of Assessment	<p>Competence may be demonstrated working individually, under supervision or as part of a First Aid team.</p> <p>Where applicable, assessment should replicate workplace conditions as far as possible. Where, for reasons of safety, access to equipment and resources and space, assessment takes place away from the workplace, simulations should be used to represent workplace conditions as closely as possible. Consistency of performance should be maintained over the required range of workplace situations until renewal of competence /license is required by the industry/organisation.</p>

UNIT OF COMPETENCY: OPERATE AND MAINTAIN MARINE OUTBOARD MOTORS

UNIT CODE: AGR642320

UNIT DESCRIPTOR: This unit covers the skills and knowledge required to operate and maintain outboard motors and propulsion motors typically used by vessels of up to 3 GT, and to diagnose and rectify basic faults when in isolated situations.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized Bold</i> terms are elaborated in the Range of Variables
1. Operate outboard motors	<ul style="list-style-type: none">1.1. <i>Pre-start checks</i> are performed on the motor.1.2. Outboard motors are <i>started</i> and stopped according to the engine manufacturer's instructions.1.3. Outboard motor <i>controls</i> are used to manoeuvre a dinghy both ahead and astern, and port and starboard.1.4. Outboard motor cooling systems are <i>checked</i> for operation according to manufacturer's recommendations.1.5. Trim and tilt mechanisms are operated according to manufacturer's instructions.

<p>2. Maintain outboard motors</p>	<p>2.1. Fuel filters are changed and <i>fuel quality</i> is maintained according to manufacturer's instructions.</p> <p>2.2. Electrical systems are maintained to ensure reliable electrical supply to the outboard motor.</p> <p>2.3. Sea water is flushed from the internal and external parts of the outboard motor using the appropriate tools and fresh water, keeping water away from sensitive equipment.</p> <p>2.4. Engine and gearbox oil is checked and changed and lubrication is applied according to manufacturer's instructions.</p> <p>2.5. Engine mounting gear is secured and checked as necessary.</p>
<p>3. Identify and rectify basic outboard motor faults</p>	<p>3.1 Operating difficulties caused by fuel-related factors are identified and rectified where possible according to trouble shooting guides and manufacturer's instructions.</p> <p>3.2 Electrical faults are identified and rectified according to trouble shooting guides and manufacturer's instructions.</p> <p>3.3 Outboard engines that were immersed are serviced according to manufacturer's instructions.</p> <p>3.4 Outboard motor propulsion faults are identified and rectified according to manufacturer's instructions.</p>

RANGE OF VARIABLES

VARIABLE	RANGE
1. Pre-start checks:	amount of fuel in the fuel tank appropriate fuel water depth cooling water intake submerged motor attachment points fuel hose connected, full and free of constrictions 1.1. fuel tank depressurised.
2. Started:	pull start electric start.
3. Controls:	remote throttle and gear levers tiller steering wheel 3.1. tilt and trim mechanisms.
4. Checked:	4.1. cooling water circulation indicator temperature gauge 4.2. temperature warning sound.
5. Fuel quality:	by estimating fuel consumption at turning points contamination fuel to oil ratio 5.1. filter type and quality.
6. Electrical systems:	batteries: 1.1. charge rate 1.2. capacity fuses 6.1. spark plugs.
7. Propulsion faults:	bent or broken propeller broken shear pin or drive spline fouling 7.1. pitch.

8. Documentation:	<p>8.1. motor manufacturer's instructions and recommended procedures</p> <p>8.2. instructions of Philippine maritime authorities</p>
9. Government and international requirements:	9.1. Relevant Philippine Government legislation, regulations and orders and international requirements related to the operation and maintenance of outboard motors on coastal vessels.

EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidences that the candidate :</p> <ul style="list-style-type: none"> operated and maintained outboard motors and be able to diagnose and rectify basic faults when in isolated situations started and stopped an outboard motor operated all controls on an outboard motor to propel a dinghy ahead and astern performed basic maintenance on an outboard motor <p>1.1. stored an outboard motor.</p>
<p>2. Underpinning Knowledge and Attitudes</p>	<p>Relevant Marina regulations and related memorandums</p> <p>Outboard motor fuel systems</p> <p>Outboard motor cooling systems</p> <p>Outboard motor lubrication systems</p> <p>Battery connection</p> <p>Trouble shooting</p> <p>2.1. International Convention for the Prevention of Pollution from Ships (MARPOL) requirements.</p>
<p>3. Underpinning Skills</p>	<p>3.1. checking, operating and maintaining an outboard motor that is used to propel a small vessel</p> <p>Literacy skills used for:</p> <p>reading trouble shooting charts</p> <p>3.2. reading manufacturers' instruction manuals.</p> <p>Numeracy skills used for:</p> <p>3.3. calculating fuel to oil ratios or using tables to find and add correct volume of lubricating oil</p> <p>3.4. estimating fuel consumption and time at turning points</p>

4. Resource Implication	<p>The following resources must be provided:</p> <ul style="list-style-type: none"> 4.1. fully operational vessel, and or 4.2. an appropriate simulation of an outboard motor on a small vessel
5. Methods of Assessment	<p>Competency should be assessed:</p> <ul style="list-style-type: none"> 5.1. Through direct observation / demonstration 5.2. Portfolio
6. Context of Assessment	<ul style="list-style-type: none"> 6.1. Assessment is to be conducted at the workplace or in a simulated work environment.

UNIT OF COMPETENCY: TRANSMIT AND RECEIVE INFORMATION BY
MARINE
RADIO OR TELEPHONE

UNIT CODE: AGR642321

UNIT DESCRIPTOR : This unit covers the skills and knowledge required to transmit and receive information by marine radio or telephone on board small and medium Philippine commercial vessels, including using marine VHF and HF radiotelephone in accordance with regulations, carrying out user-maintenance and fault-finding procedures on radio equipment and power supplies, and operating an emergency position indicating beacon (EPIRB) and a search and rescue transponder (SART).

ELEMENT	PERFORMANCE CRITERIA <i>Italicized Bold terms are elaborated in the Range of Variables</i>
1.3. 1. Operate VHF and HF radio equipment to transmit and receive messages 1.4.	1.1. Types of radio equipment are selected and operated within limits of specifications 1.2. Radio equipment is operated to transmit and receive various types of signal in accordance with manufacturer's instructions, established radio operation procedures and regulatory requirements 1.3. Regulations and procedures applicable to vessel stations equipped with radiotelephony and digital selective calling (DSC) facilities are applied during radio communications 1.4. OHS procedures and hazard control strategies are applied when operating radio equipment in accordance with vessel's ISM Code safety management system

<p>1.5. 2. Maintain and fault-find radio equipment</p>	<p>2.1. Routine maintenance checks are carried out on radiotelephony equipment in accordance with manufacturer's instructions and specifications and company procedures</p> <p>2.2. Out-of-specification performance and faults in radio equipment are correctly identified and investigated using prescribed fault-finding techniques in accordance with established user maintenance procedures and manufacturer's instructions</p> <p>2.3. Identified faults and defective radio equipment and component parts are rectified or replaced in accordance with manufacturer's instructions and established maintenance procedures</p>
<p>3. Access search and rescue radio facilities</p>	<p>3.1. Application is made to the appropriate organisation for the provision of the required search and rescue services</p> <p>3.2. Information required by AUSREP (Australian Ship Reporting) system is supplied in the required format</p>
<p>4. Deploy and operate an EPIRB and a SART</p>	<p>4.1. Routine checks are carried out on Emergency Position Indicating Radio Beacons (EPIRBs) and Search and Rescue Transmitters (SARTs) to confirm their operational capability in accordance with manufacturer's instructions and specifications</p> <p>4.2. Appropriate action is taken to rectify or replace EPIRBs or SARTs that are found to be malfunctioning or are inoperable in accordance with manufacturer's instructions and company procedures</p> <p>4.3. Emergency Position Indicating Radio Beacons (EPIRBs) and Search and Rescue Transmitters (SARTs) are deployed as required in accordance with manufacturer's instructions and established search and rescue procedures</p>

RANGE OF VARIABLES

VARIABLE	RANGE
1. Radio and radiotelephony communications may be carried out	in both normal and emergency situations using shipboard HF and VHF radio equipment, Emergency Position Indicating Radio Beacons (EPIRBs) and SARTs 1.6.
2. Radio and radiotelephony communications may be carried out:	by day or night in both normal and emergency situations under any possible conditions of weather while underway while anchored or moored
3. Radio equipment may include:	Radiotelephony transreceiving equipment, including: 1.7. medium frequency / high frequency equipment (MF/HF) 1.8. very high frequency equipment (VHF) digital selective calling (DSC) equipment Emergency Position Indicating Radio Beacon (EPIRB) Search and Rescue Transmitter (SART) batteries aerials electrical and radio cable connections electrical fuses
4. Radio communications may include:	distribution and securing procedures 4.1.1. normal vessel-to-vessel service 4.1.2. normal vessel-to-shore service 1.9. on-demand service 1.10. auto seaphone service 1.11. auto seaphone 999 service 4.4.1. distress 4.4.2. urgency 4.4.3. safety

	4.4.4. navigational 4.4.5. medical advice 4.4.6. emergency position signals
5. Government requirements:	5.1. Relevant government legislation, regulations and orders (including pertinent Marina regulations and related memorandums) 1.12. Radio Regulations adopted by the World Administrative Radio Conference for the Mobile Service (1987),
6. Organisations with whom radio communications may be conducted may include:	coast stations limited coast stations private shore stations volunteer coast guard stations. search and rescue coordination centre location and operator state police forces company bases fishing organisations and cooperatives
7. Available radio services may include:	7.1. medical advice services 7.2. search and rescue 7.3. public correspondence
8. EPIRB frequencies may include:	8.1. 406 MHz 8.2. 121.5 / 243 MHz
9. Sources of information / documents:	9.1. sections of IMO STCW 95 Code concerning radio communications 9.2. relevant government legislation, regulations and orders radio communications 9.3. radio communications log 9.4. radio equipment manufacturer's specifications and instructions 9.5. records of radio communications.

EVIDENCE GUIDE

1. Critical aspects of	Assessment requires evidences that the
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competency	<p>candidate :</p> <ul style="list-style-type: none"> 1.13. Operated VHF and HF radio equipment to transmit and receive messages 1.14. Maintained and fault-find radio equipment 1.1. Accessed search and rescue radio facilities 1.2. Deployed and operated an EPIRB and a SART 1.3. Maintained records of radio communications
2. Underpinning Knowledge and Attitudes	<ul style="list-style-type: none"> 2.1. Knowledge of sections of relevant regulations related to marine radio communications <p>Different types of marine radio equipment, their features, applications, operating characteristics and operating procedures</p> <p>Basic principles and procedures for marine radio communications</p> <p>Purpose for and procedures for the monitoring of calling and working frequencies</p> <p>Purpose of silence periods when operating radio equipment</p> <p>Limitations on the performance of different types of marine radio equipment</p> <p>Hazards associated with radio transmission and the repair and maintenance of radio equipment and related hazard control measures and OHS regulations.</p> <p>A basic understanding of the Philippine marine search and rescue system</p>

	<p>Procedures for the transmitting and decoding of the phonetic alphabet excluding the figure code</p> <p>Typical radio equipment faults and defects and related fault finding techniques and remedial procedures</p> <p>Procedures for deploying and operating EPIRBs and SARTs</p> <p>Typical radio communications problems and appropriate action and solutions</p> <p>Procedures for keeping records of radio communications</p>
3. Underpinning Skills	<p>3.1. Transmitting and decoding of the phonetic alphabet excluding the figure code</p> <p>3.2. Checking of radio performance</p> <p>3.3. Testing fuses</p> <p>3.4. Measuring capacity of batteries and the specific gravity of the electrolyte</p> <p>3.5. Measuring on and off load voltage.keeping records of radio communications</p> <p>3.6. Deploying and operating EPIRBs and SARTs</p> <p>Literacy skills used for: oral communications when using marine radios</p> <p>3.7. keeping records of radio communications.</p>
4. Resource Implication	<p>The following resources must be provided:</p> <p>4.1. suitably-simulated radio communications situations that are typically experienced on a vessel, and/or</p> <p>4.2. an appropriate range of operational radio communications situations on board an operational commercial or training vessel</p>
5. Methods of Assessment	<p>Competency should be assessed:</p> <p>5.1. Through direct observation /</p>

	5.2 demonstration Portfolio
6. Context of Assessment	6.1. Assessment is to be conducted at the workplace or in a simulated work environment.

UNIT OF COMPETENCY: PERFORM BREATH HOLD DIVING OPERATIONS

UNIT CODE: AGR642322

UNIT DESCRIPTOR : This unit covers the skills and knowledge required to dive in an occupational setting from either a vessel or from shore using breath holding techniques to perform work in the fishing or aquaculture sectors of the seafood industry.
Specific industry guidelines and/or enterprise procedures may provide some variations in the performance criteria.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized Bold terms are elaborated in the Range of Variables</i>
1. Prepare for dive	<p>1.1 Pre-dive plan and work schedule is devised to identify hazards and contingencies according to enterprise <i>procedures</i> and industry guidelines.</p> <p>1.2 Equipment is checked to confirm suitability for planned work and serviceability.</p> <p>1.3 When used, diving assistant/observer is briefed on procedures to be used during diving <i>operations</i>.</p>
2. Perform work during a breath hold dive	<p>2.1 Water is entered and a descent is made to the required depth according to accepted <i>diving practice</i>.</p> <p>2.2 Ascent from the dive and access to the shore or vessel is made according to industry guidelines and enterprise procedures.</p> <p>2.3 <i>Equipment</i> is used to establish working environment.</p> <p>2.4 Work is performed under water according to dive plan and enterprise procedures and industry guidelines.</p>

	2.5 Signs and symptoms of injury and other information relevant to the situation are monitored on a continuous basis and used to assess one's <i>physical condition</i> .
3. Employ techniques that reduce underwater hazards	<p>3.1 Occupational <i>hazards</i> that may cause injury or harm are <i>assessed</i> and action taken to remove or minimize hazards according to pre-dive plan and enterprise procedures.</p> <p>3.2 Dive procedures used are according to the pre-dive plan and enterprise procedures.</p> <p>3.3 <i>Systems</i> and procedures to reduce hazards are devised and implemented.</p>
4. Complete post-dive activities	<p>4.1 Post-dive <i>checks</i> are performed on all essential equipment according to enterprise procedures.</p> <p>4.2 Components of diving equipment are maintained to ensure they are working efficiently and safely according to accepted diving practice.</p> <p>4.3 Equipment is stowed according to enterprise procedures.</p> <p>4.4 Records are completed in a legible manner and forwarded to supervisor, industry or regulatory body or stored according to enterprise and regulatory requirements.</p>

RANGE OF VARIABLES

VARIABLE	RANGE
1. Procedures:	communication techniques 1.1. duration of submersion.
2. Operations:	collecting sea animals: 1.15. abalone 1.16. molluscs 1.17. beche-de-mer 1.18. lobster 1.19. sea urchin 1.20. tending aquacultured animals 1.21. collecting lost tools and equipment, dead animals, debris checking underwater equipment, nets and other fishing gear 2.1. installing, servicing and maintaining ponds and associated equipment.
3. Diving practice:	3.1. checking for underwater dangers eliminating ear drum barotrauma eliminating reverse blockages 3.2. eliminating the danger of cold water cramp and hypothermia.

4. Equipment:	wetsuit weights face mask and snorkel fins catch bag 4.1. safety line.
5. Physical condition:	ear problems: 1.22. ear drum barotrauma 1.23. colds, influenza and ear, nose and throat infections squeezes near drowning, salt water aspiration shock from bleeding burns hypothermia 5.1. hyperventilation.
6. Hazards:	underwater dangers or snags ear drum barotrauma reverse blockages, squeezes cold water cramp hypothermia aquatic animals hyperventilation lack of swimming ability 6.1. underwater terrain.
7. Assessed:	hazards are listed causes of hazards is described an indication of when hazards might occur is given 7.1. likelihood of the hazard occurring is described.
8. Systems:	briefings check in and out 8.1. direct supervision.

9. Checks:	seals: 1.24. face mask 1.25. wetsuit deterioration of rubber and straps presence, suitability and operability of: 1.26. diving equipment 1.27. safety and emergency equipment pre-dive 9.1.1. post-dive.
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EVIDENCE GUIDE

<p>1. Critical Aspects of Competency</p>	<p>Assessment requires evidences that the candidate:</p> <ul style="list-style-type: none"> performed a dive in an occupational setting from either a vessel or from shore using breath holding techniques to perform work in the fishing or aquaculture sectors of the seafood industry performed breath hold diving used diving equipment: <ul style="list-style-type: none"> 1.28. mask clearing 1.29. clearing squeezes 1.30. donning and doffing weights, fins, mask and wetsuit 1.1.1. devised and implemented systems and procedures that reduce underwater hazards.
<p>2. Underpinning Knowledge and Attitudes</p>	<p>The essential knowledge and understanding a person needs to perform work to the required standard include:</p> <ul style="list-style-type: none"> dangers of barotrauma, and squeezes dangers of cold water breath holding limitations dangers of hyperventilation organizational procedures.
<p>3. Underpinning Skills</p>	<p>The essential skills a person needs to perform work to the required standards include:</p> <ul style="list-style-type: none"> conforming with breath hold dive procedures as used by the diver: <ul style="list-style-type: none"> 1.31. donning and doffing gear above and below water 1.32. clearing water from mask 1.33. clearing squeezes 1.34. swimming without the effects of current snorkelling identifying occupational hazards underwater perform the work specified in the range of variables applicable to the diving operation diagnosing one's own physical condition as a result of a dive.

3. Resource Implication	Resources are to include: suitable swimming area diving equipment listed in range of variables.
4. Methods of Assessment	Competency should be assessed: through direct observation / demonstration Portfolio
5. Context of Assessment	Assessment should be in a workplace. Demonstration of competency over time and on a number of occasions.

UNIT OF COMPETENCY: **ASSEMBLE AND LOAD REFRIGERATED PRODUCT**

UNIT CODE: **AGR642323**

UNIT DESCRIPTOR : This unit covers the skills and knowledge required to assemble packs/cases and load refrigerated product onto a transport unit. It covers transferring the product from fishing vessels or other production facilities onto a transport vehicle, rail or air freight according to enterprise procedures that ensure occupational health and safety standards and food regulations are always met.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized Bold terms are elaborated in the Range of Variables</i>
1. Prepare transport unit	1.1 <i>Transport unit</i> is checked to ensure that it is clean and its refrigeration or insulation is operational and that it is ready to accept refrigerated product, according to the enterprise food safety plan and food <i>regulations</i> .
2. Assemble and check product	2.1 Product temperature and labelling are checked to ensure that they meet the enterprise food safety plan and food regulations. 2.2 Product is assembled before unloading and put onto a pallet if required, ensuring that product temperature is not compromised whilst product is waiting to be unloaded. 2.3 Where required, product is weighed, and the weight recorded, according to enterprise procedures. 2.4 Weighed product is re-iced as necessary after weighing, to ensure that the temperature of all product meets enterprise food safety plan and food regulations.

<p>3. Load product</p>	<p>3.1 Product is carefully placed into transport unit in a manner that will ensure occupational health and safety standards are met, and that product and its packaging are not compromised.</p> <p>3.2 Frozen product is carefully transferred immediately from refrigerated storage into a refrigerated transport unit that is able to maintain product temperature at the standard required by food regulations.</p> <p>3.3 Records of product loaded, number of packs/cases/pallets, product identification codes, product temperature, and consignment documentation are collected and checked.</p> <p>3.4 Documentation is returned to the supervisor at the workplace, according to enterprise procedures.</p>
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RANGE OF VARIABLES

VARIABLE	RANGE
1. Transport unit:	refrigerated trucks for fresh and frozen product insulated vehicles for fresh product rail transport air transport 1.1. refrigerated containers.
1. Regulations and requirements:	BFAR-FQS Export Control (Fish) Orders government food regulations enterprise food safety program enterprise quality assurance system 2.1. enterprise procedures.
2. Occupational health and safety standards may include:	codes of practice, regulations and/or guidance notes which may apply in a jurisdiction enterprise-specific occupational health and safety procedures, policies or standards safe lifting procedures correct use of Personal Protective Equipment (PPE) 1.35. waterproof clothing 1.36. work safety or waterproof footwear 1.37. protective hand covering 1.38. protective hair or beard cover 3.1.1. insulated outer clothing.

EVIDENCE GUIDE

<p>1. Critical Aspects of Competency</p>	<p>Assessment requires evidences that the candidate :</p> <ul style="list-style-type: none"> 1.1. assembled and loaded fresh and frozen product, record weights, container numbers and product identification, 1.2. ensured product temperature always conforms to government food regulations.
<p>2. Underpinning Knowledge and Attitudes</p>	<p>2.1. The essential knowledge and understanding a person needs to perform work to the required standards include:</p> <ul style="list-style-type: none"> temperature storage and handling requirements hygienic handling and transport of fresh and frozen product personal, workplace and product hygiene.
<p>3. Underpinning Skills</p>	<p>The essential skills a person needs to perform work to the required standards include:</p> <ul style="list-style-type: none"> lifting packaged product safely using weighing scales accurately identifying species handling and sorting fresh product safely icing fresh product accurately 3.1. communicating orally to give and receive information. <p>Licences may be required :</p> <ul style="list-style-type: none"> 3.2. if operating load shifting equipment such as forklifts) <p>Literacy skills used for:</p> <ul style="list-style-type: none"> reading and following occupational health and safety standards 3.3. reading and checking a consignment note. <p>Numeracy skills used for:</p> <ul style="list-style-type: none"> weighing fish adding and subtracting reading a thermometer counting accurately.

4. Resource Implication	<p>Resources must include:</p> <p>fresh seafood product</p> <p>frozen seafood product</p> <p>fish tubs, cases, styrene boxes, cardboard boxes</p> <p>pallets</p> <p>ice</p> <p>scales</p> <p>thermometers</p> <p>consignment notes</p> <p>product labels.</p>
5. Methods of Assessment	<p>The following assessment method is suggested:</p> <p>Through practical observation / demonstration</p> <p>Portfolio</p>
6. Context of Assessment	<p>Assessment should be in a workplace.</p> <p>Demonstration of competency over time and on a number of occasions.</p>

UNIT OF COMPETENCY: **SHIFT A LOAD USING MANUALLY – OPERATED EQUIPMENT**

UNIT CODE: **AGR642324**

UNIT DESCRIPTOR : This unit covers the skills and knowledge required to shift loads using manually operated mechanical equipment, including assessing the risks associated with relocating the load, planning the relocation process and carrying out the relocation with the aid of the equipment in accordance with the plan

ELEMENT	PERFORMANCE CRITERIA <i>Italicized Bold terms are elaborated in the Range of Variables</i>
1. Assess the risks arising from the relocation of the load	1.1 Products, goods or materials to be relocated are identified 1.2 Location for storage is determined 1.3 Routes to be followed are identified 1.4 Points of balance are estimated 1.5 Effect of moving contents which may be loose, liquid, dangerous or hazardous are considered 1.6 Potential risks in route(s) which may be followed are considered 1.7 Lifting equipment to minimize potential risks is identified 1.8 Appropriate personal protective equipment is worn

2. Plan load relocation	<p>2.1 Load shifting equipment is selected in accordance with workplace procedures and cargo loading manual</p> <p>2.2 Safe procedures for using lifting equipment are identified, including the calculation of Safe Working Load (SWL) and/or Working Load Limit (WLL) for weight of goods to be moved</p> <p>2.3 Process for relocating load is proposed including predicting and planning for potential difficulties</p> <p>2.4 Proposed process is checked against relevant code of practice and workplace procedures for compliance</p> <p>2.5 Lifting equipment and accessories are checked for safe operation in accordance with manufacturer's instructions and workplace procedures</p>
3. Relocate load	<p>3.1 Any unsafe equipment is reported to appropriate personnel in accordance with workplace requirements</p> <p>3.2 Planned process and route are followed using equipment within necessary range of limitations</p> <p>3.3 Relocated materials are set down without damage to goods, personnel or equipment and checked for stability</p> <p>3.4 Relocation is checked to see that it meets work requirements, and any variances are reported</p> <p>3.5 Equipment is returned to storage area in accordance with workplace procedures</p>

RANGE OF VARIABLES

VARIABLE	RANGE
1. OH&S requirements may include:	1.1. OH&S legal requirements 1.2. Enterprise OH&S policies, procedures and programs
2. work is carried out in accordance with regulations. Regulatory requirements may include:	2.1. Relevant regulations regarding food processing and food safety regulations 2.2. Department of Health – Food Establishments – Code of Sanitation of the Philippines (P.D.856) 2.3. Environment Management Bureau regulations regarding emissions, waste treatment, noise and effluent treatment and control
3. Hygiene and sanitation requirements may include:	3.1. Department of Health – Food Establishments – Code of Sanitation of the Philippines (P.D.856) 3.2. Requirements set out by Bureau of Food and Drugs 3.3. Workplace requirements
4. Workplace requirements may include:	4.1. Work instructions 4.2. Standard operating procedures 4.3. OH&S requirements 4.4. Quality assurance requirements 4.5. Equipment manufacturers' advice 4.6. Material Safety Data Sheets 4.7. Cargo Loading Manual / Trim and Stability Calculation booklet 4.8. Codes of Practice and related advice

EVIDENCE GUIDE

<p>1. Critical aspects of Competency</p>	<p>Assessment requires evidences that the candidate::</p> <ol style="list-style-type: none"> 1.1. used manually-operated equipment to shift loads 1.2. identified risks to self, others and equipment when using manually-operated equipment to shift loads and take appropriate precautions to minimise the risks 1.3. estimated effect of load and operating limitations of equipment 1.4. located interpreted and applied relevant information 1.5. maintained workplace records 1.6. used workplace colloquial and technical language and communication technologies in the workplace context
<p>2. Underpinning Knowledge and Attitudes</p>	<p>Knowledge of:</p> <ol style="list-style-type: none"> 2.1. Relevant OHS and procedures and guidelines concerning the use of manually-operated equipment to shift loads 2.2. Risks when using manually-operated equipment to shift loads and related precautions to control the risk 2.3. Workplace procedures and policies for the shifting of goods and materials using manually-operated equipment 2.4. Housekeeping standards procedures required in the workplace 2.5. Site layout and obstacles 2.6. Ability to modify activities depending on differing workplace contexts, risk situations and environments 2.7. Ability to read and comprehend simple statements 2.8. Ability to identify containers and goods coding, markings and where applicable emergency information panels 2.9. Ability to estimate the size shape and special requirements of loads

3. Underpinning Skills	3.1. Planning and organizing work (time management) 3.2. Working with others and in teams
4. Resource Implication	The following resources should be provided: 4.1. Workplace location and access to workplace policies 4.2. Materials relevant to the proposed activity and tasks
5. Methods of Assessment	Competency should be assessed: 5.1. Through direct observation / demonstration 5.2. Portfolio
6. Context of Assessment	6.1. Assessment should be in a workplace. 6.2. Demonstration of competency over time and on a number of occasions

UNIT OF COMPETENCY: MAINTAIN THE TEMPERATURE OF SEAFOOD

UNIT CODE: AGR642325

UNIT DESCRIPTOR : This unit covers the skills and knowledge required to maintain the temperature of seafood and seafood products at appropriate levels on board fishing vessels, and at all premises involved in the production, handling and distribution of seafood and seafood product. The techniques used include icing, preserving in chilled brine, and freezing.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized Bold</i> terms are elaborated in the Range of Variables
1. Prepare temperature control system for receiving seafood	<p>1.1 <i>Storage containers</i> are selected, gathered, cleaned and <i>arranged</i> to accept seafood.</p> <p>1.2 Temperature control system is arranged to accept seafood or containers of seafood in accordance with enterprise <i>requirements</i> and procedures.</p> <p>1.3 Seafood is loaded into selected containers to ensure that the <i>quality</i> of the seafood is not damaged.</p>
2. Preserve seafood using a temperature control system	<p>2.1 Seafood containers are arranged within the refrigeration system, where appropriate, to ensure efficient unloading and maintenance of product temperature.</p> <p>2.3 <i>Cooling medium</i> is applied to seafood according to enterprise guidelines.</p> <p>2.4 Temperature control system is monitored to ensure <i>operating efficiency</i> according to enterprise procedures.</p> <p>2.5 Seafood temperature is measured, monitored and maintained within guidelines and corrective action is taken when required.</p> <p>2.6 Seafood is <i>handled</i> according to enterprise, industry and legislative requirements.</p>

RANGE OF VARIABLES

VARIABLE	RANGE
1. Seafood and seafood products:	1.39. live 1.40. fresh 1.41. frozen applies to all species and to products in any state, for example: 1.42. fillets 1.43. whole fish 1.44. opened or unopened molluscs 1.45. processed or unprocessed seafood 1.46. cooked or raw 1.1. aquatic plants, etc.
2. Appropriate:	2.1. the appropriate temperature will vary according to the biological and environmental requirements of the species and the state of the product (live, processed, frozen, cooked, opened etc).
3. Temperature control system:	3.1. chilling 3.2. freezing. 3.3. with or without ice 3.4. with or without refrigeration.
4. Storage containers:	4.1. fish boxes 4.2. freezer cartons: 1.47. cardboard 1.48. plastic 4.2.1. netting bags.
5. Arranged:	5.1. to ensure stability of vessels: 1.49. free surface effect 1.50. longitudinal and transverse 5.2. to ensure watertight integrity of vessels: 1.51. plastic bags stowed 1.52. sumps clear 1.53. ice removed 1.54. hatches replaced 5.3. to ensure operating temperature of refrigeration system is attained before seafood is loaded 5.4. systematically to aid loading and

	<ul style="list-style-type: none"> unloading and packing and unpacking 5.11. o ensure critical temperature of product is achieved and maintained.
6. Requirements:	<ul style="list-style-type: none"> 6.1. occupational health and safety standards 6.2. customer specifications 6.3. to minimize cross-contamination 6.4. for export, for example, export control orders 6.5. BFAD food and hygiene regulations 6.6. transport company requirements 6.7. importing country requirements 6.8. enterprise procedures: 1.55. hazard analysis and critical control point 6.8.1. food safety system.
7. Quality is enhanced by addressing:	<ul style="list-style-type: none"> 7.1. bruising 7.2. crushing 7.3. freezer burn 7.4. rate of cooling 7.5. contact with cooling medium 7.6. identification of species 7.7. identification of packing date 7.8. packaging requirements.
8. Cooling medium:	<ul style="list-style-type: none"> 8.1. ice 8.2. ice slurry 8.3. chilled brine 8.4. forced draught coolers 8.5. plate freezers 8.6. blast freezers.

9. Operating efficiency:	9.1. components monitored and de-iced: 1.56. evaporators 9.2. valves.
10. Handled:	10.1. according to stock or product rotation practices 10.2. using appropriate personal protective equipment 10.3. after using equipment for checking and improving air quality in the refrigeration system 10.4. using safe lifting practices.

EVIDENCE GUIDE

<p>1. Critical Aspects of Competency</p>	<p>Assessment requires evidences that the candidate :</p> <ul style="list-style-type: none"> 1.1. Maintained product quality and safety through correct temperature control, and monitored the critical temperature of seafood. <p>Assessment must confirm knowledge of:</p> <ul style="list-style-type: none"> 1.2. food safety legislation requirements 1.3. appropriate temperatures 1.4. parameters that indicate seafood quality.
<p>2. Underpinning Knowledge and Attitudes</p>	<p>The essential knowledge and understanding a person needs to perform work to the required standard include:</p> <ul style="list-style-type: none"> 2.1. personal, workplace and product hygiene 2.2. principle of cooling product to optimize quality 2.3. temperature settings within storage facilities 2.4. cool chain principles and practices 2.5. characteristics, procedures and uses of cool rooms 2.6. quality changes that could take place if product or stock incorrectly handled/stored 2.7. storage methods relevant to different seafood products 2.8. correct storage temperature for a range of produce 2.9. occupational health and safety standards 2.10. relationship between seafood temperature and spoilage 2.11. methods of maintaining stability and watertight integrity when loading and unloading from vessels 2.12. planning the placement of seafood to aid loading and unloading

	2.13. methods of ensuring effective temperature control using a variety of media.
3. Underpinning Skills	<p>The essential skills a person needs to perform work to the required standards include:</p> <ul style="list-style-type: none"> 3.1. cleaning a temperature control system 3.2. using seafood containers 3.3. arranging seafood containers 3.4. monitoring temperature control system and seafood temperature 3.5. using documentation associated with the movement of seafood between locations 3.6. using seafood handling practices: <ul style="list-style-type: none"> 3.6.1. safe lifting 3.6.2. hygiene. <p>Literacy skills used for:</p> <ul style="list-style-type: none"> 3.7. reading and writing product labels, inventories, invoices and receipts. <p>Numeracy skills used for:</p> <ul style="list-style-type: none"> 3.8. monitoring temperature.
4. Resource Implication	<p>Resources may include:</p> <ul style="list-style-type: none"> 4.1. temperature measuring equipment 4.2. facilities for handling seafood product 4.3. seafood containers 4.4. seafood 4.5. ice rooms 4.6. brine tanks 4.7. freezers.
5. Methods of Assessment	<p>Competency should be assessed:</p> <ul style="list-style-type: none"> 5.1. Through direct observation / demonstration 5.2. Portfolio
6. Context of Assessment	<ul style="list-style-type: none"> 6.1. Assessment should be in a workplace. 6.2. Demonstration of competency over time and on a number of occasions.

UNIT OF COMPETENCY: **WORK WITH TEMPERATURE CONTROLLED STOCK**

UNIT CODE: **AGR642326**

UNIT DESCRIPTOR : This unit covers the skills and knowledge required to store and retrieve temperature controlled stock from appropriate storage facilities.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized Bold terms are elaborated in the Range of Variables</i>
1. Store stock to meet temperature control requirements	1.1 Goods requiring temperature control are identified 1.2 Goods are located in correct storage areas to meet storage temperature, stores handling and stock rotation requirements 1.3 Stores information is recorded according to workplace requirements
2. Monitor and maintain temperature of stock within specifications	2.1 Stock temperature is monitored to confirm temperature is within specified limits 2.2 Storage areas are monitored to confirm temperature is within storage zone limits 2.3 Residence time in temperature controlled stores is monitored to meet stock control requirements 2.4 Out of specification storage temperatures are identified and corrective action is taken
3. Transfer temperature controlled stock	3.1 Goods are handled and transferred to maintain temperature control and meet stock rotation requirements 3.2 Stores transfer information is recorded according to workplace reporting requirements

RANGE OF VARIABLES

VARIABLE	RANGE
1. OH&S requirements may include:	1.1. OH&S legal requirements 1.2. Enterprise OH&S policies, procedures and programs
2. Work in carried out in accordance with regulations. Regulatory requirements may include:	2.1. Relevant regulations regarding food processing and food safety regulations 2.2. Department of Health – Food Establishments – Code of Sanitation of the Philippines (P.D.856) 2.3. Environment Management Bureau regulations regarding emissions, waste treatment, noise and effluent treatment and control
3. Hygiene and sanitation requirements may include:	3.1. Department of Health – Food Establishments – Code of Sanitation of the Philippines (P.D.856) 3.2. Requirements set out by Bureau of Food and Drugs 3.3. Workplace requirements
4. Workplace requirements may include:	4.1. Work instructions 4.2. Standard operating procedures 4.3. OH&S requirements 4.4. Quality assurance requirements 4.5. Equipment manufacturers' advice 4.6. Material Safety Data Sheets 4.7. Codes of Practice and related advice
5. Temperature controlled stock and facilities may include:	5.1. Temperature controlled stock may include stock to be stored at a constant temperature and at different temperatures for given durations 5.2. Temperature controlled storage facilities include any controlled temperature environment

EVIDENCE GUIDE

<p>1. Critical aspects of Competency</p>	<p>Assessment requires evidences that the candidate:</p> <ol style="list-style-type: none"> 1.1. Accessed workplace information to determine product handling and storage requirements 1.2. Identified storage requirements including temperature limits, minimum duration at given temperatures, and segregation and co-storage requirements 1.3. Identified temperature controlled storage facilities and temperature zones available 1.4. Selected, fitted and used personal protective clothing and/or equipment 1.5. Used materials handling equipment in a temperature controlled environment as required to undertake work functions 1.6. Followed procedures to measure temperature of product. This can include use of instrumentation as required to take core and surface temperatures 1.7. Read instrumentation, such as temperature gauges, to monitor stores and zone temperatures 1.8. Identified and reported out-of-standard temperatures in product and storage facilities 1.9. Took corrective action in response to out-of-specification temperatures including implementation of procedures to segregate damaged or potentially unsafe product 1.10. Completed records of stock receipt and transfer as required 1.11. Maintained work area to meet housekeeping standards
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<p>2. Underpinning Knowledge and Attitudes</p>	<p>2.1. OHS hazards and controls. This includes the purpose and limitations of protective clothing and equipment</p> <p>2.2. Temperature controlled storage facilities and capacities available in the work area. This may include understanding of temperature zones within a single store and concepts such as the Cold Chain compliance as relevant to work requirements</p> <p>2.3. Temperature control requirements of stock handled in the work area. This includes understanding of acceptable temperature ranges and consequences of failing to meet these ranges. It may also include requirements for gradual temperature change</p> <p>2.4. Stock handling procedures for receiving and locating stock within a store including stock rotation and procedures for identifying, segregating, and disposing of damaged or potentially unsafe stock</p> <p>2.5. Stock handling procedures for transferring temperature controlled stock from a temperature controlled environment.</p> <p>2.6. Food safety and quality consequences of stock temperature control requirements not being met</p> <p>2.7. Monitoring procedures and instrumentation. This includes use of thermometers or other temperature measuring instrumentation</p> <p>2.8. Notification, recording and reporting requirements</p> <p>2.9. Operating procedures for goods handling equipment as required</p> <p>2.10. Housekeeping requirements for work area</p> <p>2.11. Recording requirements and procedures</p>
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3. Underpinning Skills	3.1. Planning and organizing work (time management) 3.2. Working with others and in team
4. Resource Implication	The following resources should be provided: 4.1. Workplace location and access to workplace policies 4.2. Materials relevant to the proposed activity and tasks
5. Methods of Assessment	Competency should be assessed: 5.1. through direct observation / demonstration 5.2. portfolio
6. Context of Assessment	Assessment must occur in a real or simulated workplace where the candidate has access to: 6.1. personal protective clothing and equipment 6.2. work procedures including advice on safe work practices, food safety, quality and environmental requirements 6.3. temperature storage specifications 6.4. stock handling and rotation systems 6.5. controlled temperature storage facilities 6.6. stock requiring storage 6.7. load shifting equipment as required 6.8. stock information recording system and procedures.

UNIT OF COMPETENCY: CONDUCT FIELD OBSERVATIONS

UNIT CODE: AGR642327

UNIT DESCRIPTOR : This unit covers the skills and knowledge required to make observations in the field following the agency /organization's standard operating procedures. Observations could be for the purposes of surveilling, researching or monitoring cultural or natural resources.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized Bold</i> terms are elaborated in the Range of Variables
1. Select appropriate equipment and technology for observation and recording purposes	<p>1.1 The purpose of the <i>field observations</i> is identified and confirmed with the supervisor or team leader.</p> <p>1.2 <i>Nature and type of information</i> to be collected are confirmed with the supervisor or team leader.</p> <p>1.3 Any agency / organizational protocols or requirements for the recording of observations are identified and confirmed.</p> <p>1.4 <i>Equipment and technology</i> appropriate for the field observation task is selected and checked for serviceability.</p>

<p>2. Conduct field observations</p>	<p>2.1 Equipment is used in a manner that facilitates observations being recorded that are accurate and effective for the intended purpose.</p> <p>2.2 Sufficient and relevant information is collected from observations.</p> <p>2.3 Observations are recorded in accordance with agency / organizational procedures.</p> <p>2.4 Equipment is used in a manner that ensures the safety of self and others.</p> <p>2.5 Security of equipment is ensured at all times.</p>
<p>3. Report on field observations</p>	<p>3.1 Report is prepared and collated, identifying any evidence of non-compliance, and presented in accordance with agency / organizational procedures.</p> <p>3.2 Recorded observations are labelled and filed securely in accordance with agency /organizational procedures.</p> <p>3.3 Queries arising from the report are answered in a timely manner.</p>

RANGE OF VARIABLES

VARIABLE	RANGE
1. Field observations:	<p>surveillance of:</p> <ul style="list-style-type: none"> 6.3. suspected illegal activities 6.4. vessel or vehicle movements <p>monitoring of:</p> <ul style="list-style-type: none"> 6.5. marine resources 1.1. sacred and other cultural sites.
2. Nature and type of information:	<p>measurements may include details such as:</p> <ul style="list-style-type: none"> 6.6. quantity 6.7. size: length, breadth, depth and diameter 6.8. rate 6.9. frequency <p>timing may include details such as:</p> <ul style="list-style-type: none"> 6.10. time 6.11. day of week and month of year 6.12. season <p>environmental factors may include details such as:</p> <ul style="list-style-type: none"> 6.13. weather conditions 6.14. swell 6.15. phase of moon 6.16. tides and currents <p>observable features may include details of:</p> <ul style="list-style-type: none"> 6.17. vessel colour and shape 6.18. crew behaviour and dress 6.19. nationality 6.20. fish or marine fauna species 6.21. types of vessels and vehicles 6.22. equipment 6.23. signage 2.1. catch.

3. Equipment and technology:	video camera still camera audio recording device radio GPS binoculars and telescope maps and charts satellite phone 3.1. night-vision gear.
4. Serviceability:	equipment start-up or operational checklists maintenance logs calibration or standardisation test run 4.1. currency.

EVIDENCE GUIDE

<p>1. Critical Aspects of Competency</p>	<p>Assessment requires evidences that the candidate:</p> <p>Conducted accurate and relevant field observations</p> <p>Identified evidence of non-compliance</p> <p>1.1. Employed / used a range of observation and recording equipment and techniques.</p> <p>Assessment must confirm knowledge of:</p> <p>1.2. marine and fisheries management legislation relevant to the field observation task.</p>
<p>2. Underpinning Knowledge and Attitudes</p>	<p>The essential knowledge and understanding a person needs to perform work to the required standard include:</p> <p>marine and fisheries management legislation relevant to the field observation task</p> <p>culturally sensitive areas impacting on the field observation:</p> <p>6.24. sacred and other culturally significant sites</p> <p>6.25. cultural activity including the attitude, beliefs and values of local communities</p> <p>environmental and community issues relating to natural resource management</p> <p>basic operational requirements of equipment used for observation and recording</p> <p>safety procedures and hazards associated with field observations</p> <p>recording and reporting requirements.</p>
<p>3. Underpinning Skills</p>	<p>The essential skills a person needs to perform work to the required standard include:</p> <p>interpreting work plans</p> <p>following agency/organizational work procedures</p> <p>checking equipment and observation requirements to identify hazards, risks and controls</p> <p>selecting, fitting and using appropriate personal</p>

	<p>protective clothing and equipment for the observation</p> <p>using observation and recording equipment</p> <p>communicating effectively with team members, the supervisor and the local community</p> <p>recording observations in logbooks or in other appropriate formats</p> <p>filing and securing recorded observations</p> <p>3.1. preparing reports.</p> <p>3.2. Language and literacy skills used for: reading maps, charts and signage</p> <p>recording observations</p> <p>3.3. developing and presenting reports.</p> <p>3.4. Numeracy skills used for: making observations such as counting, measuring and estimating.</p>
4. Resource Implication	<p>Resources may include:</p> <p>relevant procedures</p> <p>relevant sources of information</p> <p>recording forms</p> <p>Observation and recording equipment.</p>
5. Methods of Assessment	<p>Competency should be assessed :</p> <p>Through direct observation / demonstration</p> <p>Portfolio</p>
6. Context of Assessment	<p>Assessment should be in a workplace.</p> <p>Demonstration of competency over time and on a number of occasions.</p>

UNIT OF COMPETENCY: MONITOR AND RECORD FISHING OPERATIONS

UNIT CODE: AGR642328

UNIT DESCRIPTOR : This unit of competency covers the ability to be an observer with a designated fishing vessel as required, to validate logbook data and to collect other scientific information for research and resource management purposes. Observers generally work alone although they are required to work and live in a cooperative arrangement with the vessel crew during cruises.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized Bold</i> terms are elaborated in the Range of Variables
1. Plan on-board work activities	<p>1.1 Work activities are broken down into achievable components and efficient sequences.</p> <p>1.2 Timing of activities is planned to suit fishing operations, conditions and crew routines.</p> <p>1.3 Tasks and priorities are modified to suit changed circumstances or requests from the cruise master and crew.</p> <p>1.4 Completion of activities is logged to confirm outputs.</p> <p>1.5 Cooperation and engagement of vessel crew are sought by explaining the purpose of, and procedures for, information collection.</p>
2. Conduct on-board observations of fishing operations	<p>2.1 Vessel compliance with conditions of fishing permits and agreements is verified.</p> <p>2.2 Accuracy and validity of vessel logbook records are checked.</p> <p>2.3 Observation protocols and plans are followed under a range of work conditions.</p> <p>2.4 Judgement is exercised to detect unusual or</p>

	<p>irregular events on board the vessel and when suggesting possible causes and effects.</p> <p>2.5 All on-board safety procedures are followed.</p> <p>2.6 Cooperative relationships are maintained with cruise master and crew to enhance the value of information obtained.</p>
3. Record and report observations	<p>3.1 Observations are recorded in the required format.</p> <p>3.2 Regular radio or telephone communication is maintained with shore personnel in accordance with requirements.</p> <p>3.3 On-shore reporting and post-cruise debriefing sessions are conducted as required.</p>

RANGE OF VARIABLES

VARIABLE	RANGE
1. Placement of observers on board:	1.1. foreign fishing vessels 1.2. Philippine registered vessels 1.3. tuna long lines 1.4. squid jiggers 1.5. trawl vessels 1.6. operations within Philippine fishing zones 1.7. operations on the high seas.
2. Compliance with conditions:	2.1. compliance with permits and agreements 2.2. conduct of fishing operations in approved areas 2.3. use of fishing equipment and gear approved for the fishery 2.4. maintenance of approved levels of fishing effort.
3. Range of work conditions:	3.1. short notice to travel 3.2. embarkation at any National port 3.3. varying durations of cruises, typically two weeks to two months 3.4. long, irregular hours on deck, typically working up to ten hours a day, seven days a week 3.5. isolation 3.6. unfamiliar customs and language 3.7. unfamiliar food 3.8. difficult work and sleeping conditions 3.9. transference between vessels at sea.
4. Observations:	4.1. long line: 4.1.1. time of set 4.1.2. quantities of bait 4.1.3. snood lengths 4.1.4. hook sizes 4.1.5. environmental conditions 4.1.6. presence of seabirds 4.1.7. tangles in setting bins

	<ul style="list-style-type: none"> 4.1.8. baits at surface 4.2. trawl: <ul style="list-style-type: none"> 4.2.1. time at hand 4.2.2. weight 4.2.3. quantity 4.2.4. percentage of bin 4.2.5. by-catch 4.2.6. gilled fish 4.2.7. other commercial fishing operations.
5. Unusual or irregular events:	<ul style="list-style-type: none"> 5.1. law breaking or breach of permit conditions 5.2. by-catch 5.3. catch of sea birds and marine mammals 5.4. catch of unexpected species 5.5. unusual environmental conditions 5.6. unusual biological features of catch, including size, weight and age 5.7. inefficient fishing techniques (as an explanation of catch rates).
6. Safety procedures:	<ul style="list-style-type: none"> 6.1. following all on-board safety procedures 6.2. minimizing risks 6.3. wearing personal protection and flotation equipment 6.4. locating a safe work area free from hazards 6.5. avoiding interfering with fishing operations 6.6. keeping crew informed of activities 6.7. communicating regularly with shore-based supervisors.

7. EVIDENCE GUIDE

<p>1. Critical Aspects of Competency</p>	<p>Assessment requires evidences that the candidate :</p> <ul style="list-style-type: none"> 1.1. Employed quality information-collection processes that produce data that is valid and comparable to data from other sources 1.2. Followed the observation, data collection and sampling routines outlined in cruise plans 1.3. Identified relevant information and findings likely to be of interest for scientific and resource/environmental-management purposes 1.4. Engaged vessel crew in cooperating with the collection and interpretation of information 1.5. Coped with disruptions and changed circumstances by modifying work plans in consultation with relevant personnel 1.6. Identified non-standard events, data and samples and suggest possible causes and effects 1.7. Recorded and reported observations in appropriate formats and within the required timeframe. <p>Assessment must confirm knowledge of:</p> <ul style="list-style-type: none"> 1.8. the National fishing industry, including fishing methods, equipment and major species 1.9. fisheries research methodologies and the importance of accurate, complete and comprehensive scientific data 1.10. fisheries and environmental management strategies 1.11. measurement and biological sampling techniques and other data collection methodologies designed to capture information of use to scientific research and fisheries management.
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2. Underpinning Knowledge and Attitudes	<p>The essential knowledge and understanding a person needs to perform work to the required standard include:</p> <ul style="list-style-type: none"> 2.1. commercial fisheries and unique aspects relevant to the fishery, sector or geographic area 2.2. species, product, work regime and typical equipment used 2.3. fisheries management methodologies and associated data requirements 2.4. basic environmental management legislation, regulations and codes of practice relevant to the specific sector within the seafood industry 2.5. broad knowledge of ecologically sustainable development principles and practices 2.6. fisheries research methodologies and the application of scientific data 2.7. data collection, measurement and sampling methodologies 2.8. radio and telephone communication systems at sea 2.9. relationship of observation activities to fisheries management processes.
3. Underpinning Skills	<p>The essential skills a person needs to perform work to the required standard include:</p> <ul style="list-style-type: none"> 3.1. identifying a range of species, seafood/aquatic products, equipment and resources relevant to the industry, sector or geographic area 3.2. recording fishing activity, catch, effort and other relevant information according to set protocols and plans and in an accurate and detailed manner 3.3. demonstrating capacity and judgement to identify unusual or irregular events and to suggest possible causes and effects that may have implications for fisheries research and management 3.4. estimating, measuring and sampling

	<p>fishing operations and production.</p> <p>Literacy skills used for:</p> <ul style="list-style-type: none"> 3.5. written and oral communication and liaison 3.6. recording, reporting and debriefing on cruise activities 3.7. engaging vessel crew in cooperating with the collection and interpretation of information. <p>Numeracy skills used for:</p> <ul style="list-style-type: none"> 3.8. estimating catch and effort 3.9. measuring biological features of species and environmental conditions 3.10. conducting measurements and sampling of catch and other relevant variables.
4. Resource Implication	<p>Resources may include:</p> <ul style="list-style-type: none"> 4.1. relevant documentation such as: <ul style="list-style-type: none"> 4.1.1. observation procedures and protocols 4.1.2. data collection plans and recording forms.
5. Methods of Assessment	<p>Competency should be assessed :</p> <ul style="list-style-type: none"> 5.1. Through direct observation / demonstration 5.2. Portfolio
6. Context of Assessment	<ul style="list-style-type: none"> 6.1. Assessment should be in a workplace. 6.2. Demonstration of competency over time and on a number of occasions.