



Australian
Sports Turf Managers
Association

Course Assessment Guide

AHC51019 Diploma of Sports Turf Management

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Welcome

Congratulations and welcome to the Diploma of Sports Turf Management (AHC51019).

The Australian Sports Turf Managers Association was formed in 1981 represents over 1,500 members as the peak industry body for sports turf management in Australia.

A not-for-profit incorporated Association, ASTMA represents professional Sports Turf Managers across Golf Courses, Sportsfields & Grounds, Racetracks, Lawn Tennis, Councils, Turf Equipment Technicians and other related fields, the association supports members through education, facilitating Industry Awards, advocacy, and research & development into professional and environmentally sustainable Turf Management.

The Australian Sports Turf Managers Association aims to improve the knowledge, welfare and professional standards of its members and other industry professionals as well as the production of quality turf playing surfaces at Sport & Recreation facilities across Australia.

As well, we have a dedicated team to support you in your training.

We look forward to working with you over the next two years to assist in your professional development and wish you every success.

Regards



Training Manager
ASTMA Training

AHC51019 Diploma of Sports Turf Management (R1)

Qualification Description

This qualification describes the skills and knowledge for management roles in sports turf. Job roles include senior curators/arena managers, golf course superintendents, sports turf managers, racetrack managers, senior bowling greenkeepers and turf consultants.

It applies to individuals who are responsible for the management of sports turf facilities and who analyse information and exercise judgement to complete a range of advanced skilled activities and demonstrate deep knowledge in specific technical areas. They have accountability for the work of others and analyse, design and communicate solutions to a range of complex problems.

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

Entry Requirements

To commence this qualification an individual must have:

- completed a Certificate III in Sports Turf Management or an equivalent turf management trade level qualification
- or
- a Certificate III level qualification in amenity horticulture combined with two years current work experience in a trade level role at a sports turf facility.
- complete a language, literacy and numeracy (LLN) assessment to demonstrate that they have the required level of LLN skills required by the course.

Purpose

The Diploma qualifies individuals who apply integrated technical and theoretical concepts in a broad range of contexts to undertake advanced skilled or paraprofessional work and as a pathway for further learning

Overall management of sports turf workplace including responsibility for:

- Budgets
- Human resources including
 - Employment
 - Scheduling of worker
- Development and management of policies and procedures
- Communication with stakeholders including Management Reports and Presentations
- Research and development maintaining professional currency, conducting trials of turf products, ie. turf, fertiliser chemical trials, machinery and equipment updates
- Agronomic programs
- Facilities Management

Knowledge

Graduates of a Diploma will have technical and theoretical knowledge and concepts, with depth in some areas within a field of work and learning

Skills

Graduates of a Diploma will have:

- cognitive and communication skills to identify, analyse, synthesise and act on information from a range of sources
- cognitive, technical and communication skills to analyse, plan, design and evaluate approaches to unpredictable problems and/or management requirements
- specialist technical and creative skills to express ideas and perspectives
- communication skills to transfer knowledge and specialised skills to others and demonstrate understanding of knowledge

Application

Graduates of a Diploma will demonstrate the application of knowledge and skills:

- of knowledge with depth in some areas of specialisation, in known or changing contexts and skills
- to transfer and apply theoretical concepts and/or technical and/or creative skills in a range of situations
- with personal responsibility and autonomy in performing complex technical operations with responsibility
- for own outputs in relation to broad parameters for quantity and quality
- with initiative and judgement to organise the work of self and others and plan, coordinate and evaluate the work of teams within broad but generally well-defined parameters

Job Titles

- Golf Course Superintendent
- Assistant Golf Course Superintendent
- Assistant Grounds Manager/Curator
- Head Bowling Greenkeeper
- Assistant Bowling Greenkeeper
- Track Manager
- Assistant Track Manager

Job Tasks

- Research and development
- Budget review
- Inventory management
- Monitor and assess work area
- Recordkeeping
- Project and contract management
- Plan and develop work routines
- Policy development and review
- Stakeholder management
- Recruitment and management of staff
- Staff training
- Report to boards and committees
- Manage weeds pest, diseases and disorders
- Plant health management
- Irrigation system management
- Construction management

Career Pathways

Students who complete this course can expect to gain work as:

- Golf Course Superintendent
- Arena Manager
- Sports Turf Manager
- Senior Turf Curator
- Racecourse Manager
- Senior Bowling greenkeeper
- Turf Consultant

Students who complete this course may wish to continue their education into such courses such as

- Bachelor of Agriculture and Technology- Sports Turf Science and Management

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 14 units of competency:
 - 10 core units plus
 - 4 elective units.

Elective units have been selected in consultation with our industry partners

	Code	Title	Core/ Elective
1	AHCWHS502	Manage work health and safety processes	Elective
2	AHCBUS511	Manage enterprise staff requirements	Core
3	AHCWRK511	Develop workplace policies and procedures for sustainability	Elective
4	AHCIRG507	Audit irrigation systems	Core
5	AHCPCM507	Diagnose plant health problems	Core
6	AHCTRF508	Manage sports turf facility assets	Core
7	AHCPCM406	Develop a soil health and plant nutrition program	Core
8	AHCTRF507	Develop sports turf management programs	Core
9	AHCWRK514	Manage trial and research material	Elective
10	AHCCHM501	Develop and manage a chemical use strategy	Core
11	AHCTRF505	Plan the establishment of sports turf playing surfaces	Core
12	AHCTRF506	Manage sports turf renovation programs	Core
13	AHCBUS514	Negotiate and monitor contracts	Elective
14	AHCBUS518	Prepare and monitor budgets and financial reports	Core

Training

Training is one of the most important investments you will ever make. You obviously want the greatest return from your investment.

It must be stated that you are the main player in your training, therefore, you will need to work at it.

Importantly there are other players to help you to along the way, this is called the training partnership. In order to ensure the best result you each player must provide clear and open communication throughout your training.

ASTMA Training

The role of ASTMA Training is to provide the theory behind why the tasks are necessary and conduct assessments to ensure you have the skills and knowledge to consistently undertake management tasks to a level of competence over a range of circumstances to industry benchmark standard.

Registered Training Organisations are used as they have the skills to conduct training and assessment tasks free of bias.

Technology Requirements

Students are required to have access to a computer with internet access. Students are required to have basic computer skills such as email management and electronic documentation management. It is necessary that students are able to work with electronic media including the Australian Sports Turf Managers Association System.

Course Duration

The course will be delivered for a total of 72 weeks (35 weeks per year over two years duration).

Stage 1

2023

Term 1 July 24th to September 25th

Term 2 October 16th to November 27th

2024

Term 3 February 5th to March 27th

Term 4 April 28th to June 17th

Stage 2

2024

Term 1 July 22nd to September 23rd

Term 2 October 21st to November 25th

Term 3 February 3rd to April 7th

Term 4 May 5th to June 16th

Delivery Mode

To try and make the course flexible, accessible and manageable for busy young professionals in industry, this qualification will be delivered online over two years, via ASTMA's Learner Management System. Each week you will be provided with an email inviting you to the online tutorial session associated with the unit being conducted.

One unit will be delivered at a time. Assessments will be short answer written questions covering the knowledge evidence of the unit and portfolio of evidence consisting of work based reports and student presentations for each unit. You will be provided with all resources on commencement of each unit.

Tutorial sessions are planned to ensure that you have a mixture of practical and theoretical components and cater for a wide variety of learning styles.

Homework tasks may include research, readings from related textbooks and continuing to work on assessment tasks.

Students are provided with all course materials required to support their learning (these are included in the course fees):

Assessment Arrangements

Assessment will be completed individually. You will be provided with a Student Assessment Workbook for each unit of competency which includes:

- A full description of all assessment tasks for the unit of competency
- Assessment instructions for each unit of competency
- Assessment resources for each unit of competency
- Details about when assessment will occur

- Details about assessment submission

There are a variety of assessment methods used for this qualification including:

- Written questions
- Projects
- Case studies
- Role Plays
- Research
- Reports
- Presentations

You will be required to complete assessments in class and there may be a need for some work to be done as homework, however this is not expected to exceed 8 hours per week.

You will be advised by your trainer and assessor about the assessment requirements for each unit at the commencement of delivery for that unit. Submission of assessment tasks will be online via the student portal.

Unit Assessment

Results will be recorded as Acquired Competence AC (Ungraded) or NC. You must pass all assessment events, to successfully complete each unit.

Assessment for each unit will consist of;

Knowledge Assessment

You must successfully complete all written worksheets and

Portfolio Assessment

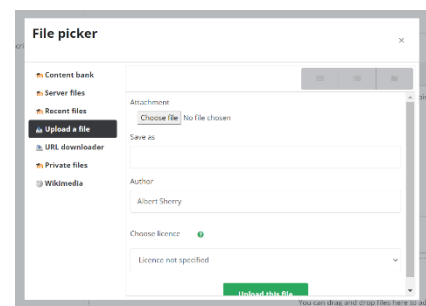
Completion of workbased reports for each unit and four student presentations, more information will be provided by your trainer/ assessor and in the Student Assessment Workbook

Submitting your assessments

You must successfully complete all questions posed in each unit in order to be deemed competent.

Student Assessment Workbooks for each unit can be downloaded in a Word format and on completion, you are to retain a copy of your completed work and upload the completed assessment into ASTMAs Learner Management System for the corresponding unit.

Your Trainer Assessor will receive an email alert that your work has been uploaded for marking and will advise of your result within 14 working days



Assessment Outcomes

Each assessment task will be given an outcome of either Satisfactory (S) or Not Satisfactory (NS). You must complete all tasks for a unit satisfactorily to achieve an overall outcome of Competent (C) for that unit. If one or more of your tasks are assessed as Not Satisfactory, you will be given an overall outcome for the unit of Not Yet Competent (NYC). You can have 1 further attempt to complete the task and achieve a Satisfactory outcome. You will be given a timeframe for your resubmission and advised what you must include in your re-submission.

If, after the second attempt, you are still assessed as Not Satisfactory for a task, you will need to complete additional training and assessment to support you in achieving a Competent outcome. This may incur an additional fee for students as identified in the fees and charges information.

Reasonable adjustment in assessment

Some students may need modifications to assessments due to disability, illness or special considerations – this is called reasonable adjustment.

Reasonable adjustment can involve:

- Making training and assessment resources and methods more accessible e.g. providing learner workbooks in an audio format or on different coloured paper.

- Adapting physical facilities, environment and/or equipment e.g. setting up hearing loops.
- Making changes to the assessment arrangements e.g. more time allowed for assessments.
- Making changes to the way evidence for assessment is gathered e.g. written questions asked orally

Please speak to your assessor if you think that you may need an adjustment made. Note these adjustments are made at the discretion of your assessor based on your identified

Re-assessment arrangements

The Australian Sports Turf Managers Association policy allows you up to two attempts at each assessment, should you need it.

If your previous attempt was found not-satisfactory, the Assessor will have provided you with feedback as to what was inadequate.

Please take this feedback on board in preparing for and submitting a new attempt. You should communicate with your Assessor that you are resubmitting and arrange the best way to submit this.

Ensure your resubmission is cleared marked as a resubmission.

Appealing assessment decisions

If you do not agree with any assessment decision, you can lodge an assessment appeal. Please refer to the Complaints and Appeals section in the Student Handbook for information about how to lodge an appeal.

Student plagiarism, cheating and collusion

The Australian Sports Turf Managers Association has a no tolerance policy for plagiarism, cheating and collusion. Students are expected to act with integrity at all times and only submit work that is their own or that has been appropriately referenced and includes acknowledgements of all resource materials used in the preparing the work.

When you submit your assessments, you will be required to sign a declaration that the work provided is your own and that you have not cheated or plagiarised the work or colluded with any other student/s.

If you are found to have plagiarised, cheated or colluded, you will be given an opportunity to respond to the allegations. If you are found to have plagiarised, cheated or colluded, we will be required to take disciplinary action which is likely to require you to complete the assessment again.

Additional Support

All students will complete a language literacy and numeracy assessment upon enrolment to determine their learning support needs. All students will be provided with a range of learning support options and resources to help you achieve competency. Where additional support needs have been identified an *Individual Support Plan* will be developed which may include:

- Mentoring from trainers
- Additional classes, tutorials and workshops
- Online support and exercises for some courses
- Computer and technology support
- Referral to external support services
- Reasonable adjustment to assessments

Provision of additional support services will be provided where necessary to enable students to participate in the same way as any other person regardless of whether support services have been required.

Course Credit

Australian Sports Turf Managers Association can grant you credit towards your course for units of competency that you have already completed with another RTO or authorised issuing organisation. We can also grant you credit for subjects or units you have completed where equivalence can be established between the unit in your course, and the subject or unit you have completed.

There is no charge to apply for Credit.

To apply, fill in the Credit Application Form and submit it as part of your enrolment.

Please refer to your Student Handbook for more information on Course Credit.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is a process where skills and knowledge that you have gained through work and life experience and other unrecognised training can be formally recognised.

Australian Sports Turf Managers Association has a process that has been structured to minimise the time and cost to applicants and provides a supportive approach to students wishing to take up this option. You should ideally apply for RPL at the time of enrolment, but you may also apply up to 2 weeks into your course.

During the entry process and interview stage Australian Sports Turf Managers Association will discuss with you the process and options for RPL. Suitability is often determined on how much experience you have in a certain area, your work history and previous training. If RPL is determined as a possibility for you, you will be provided with a kit that will guide you in working through each unit to determine relevant skills and experience and identify whether you would be able to provide the required evidence.

A trainer/assessor will be available to assist you throughout this process.

Please refer to your Student Handbook for more information on RPL.

Course Costs

Total Tuition Fee: Standard (Subsidised) \$6,160

Full fee \$14,860

Payment Plan

Subsidised

- Non-refundable enrolment deposit (prior to commencement) - \$660
- Eleven monthly payments of \$500

Full Fee

- Non-refundable enrolment deposit (prior to commencement) - \$860
- Fourteen monthly payments of \$1000

RPL Costs

Application Fee - \$250

Charge per unit of competency - \$500

Nationally Recognised Training does not occur GST.

Students will only be eligible to receive their qualification if fees have been paid in full and all course requirements have been met.

Please refer to your Student Handbook for our Fees and Charges Policy.

Withdrawing from your studies

Students who decide to withdraw from their study are required to notify the ASTMA Administration office and their trainer/ assessor in writing using the Withdrawal/Refund Application Form.

Change of Address

Students who change address are required to notify the ASTMA Administration office and their trainer/ assessor in writing as soon as possible.

Proposed Program Stage 1 2023/24

Stage 1 2023/24	No.	Unit Number	Unit Name	Start Date	End Date	Assessment due date
	1	AHCWHS502	Manage work health and safety processes	July 24 th 2023	28 th August 2023	28 th August 2023
	2	AHCBUS511	Manage enterprise staff requirements	September 4 th 2023	25 th September 2023	25 th September 2023
	3	AHCWRK511	Develop policies and procedures for sustainability	October 16 th 2023	November 27 th 2023	November 27 th 2023 Student Presentation
	4	AHCIRG507	Audit irrigation systems	February 5 th 2024	February 26 th 2024	February 26 th 2024
	5	AHCPCM507	Diagnose plant health problems	March 4 th 2024	April 1 st 2024	April 1 st 2024
	6	AHCTRF508	Manage sports turf facility assets	April 29 th 2024	May 20 th 2024	May 20 th 2024
	7	AHCPCM406	Develop a soil health and plant nutrition program	April 29 th 2024	May 20 th 2024	May 20 th 2024 Student Presentation

AHCWHS501 Manage work health and safety processes**Unit Descriptor**

This unit of competency describes the skills and knowledge required to develop health and safety policies and procedures that demonstrate enterprise commitment to health and safety in the workplace.

This unit applies to individuals who develop and implement systems to manage health and safety in the workplace. In this role, individuals analyse information and exercise judgement to complete a range of advanced, skilled activities.

All work must be conducted in accordance with relevant legislative requirements, Codes of Practice, workplace procedures and safe work practices.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication. The major areas of content are;

- Develop health and safety policies and procedures
- Establish and maintain processes to ensure the participation of all employees in the application of health and safety
- Establish and maintain procedures for managing work health and safety risks
- Plan and manage enterprise procedures for dealing with potential emergency events
- Establish and maintain a health and safety induction and training program
- Establish and maintain a system for health and safety records
- Evaluate the enterprise health and safety system

Assessment

Students are required to complete a series of three worksheets and a report to develop the underpinning knowledge and skills required to prepare WHS policy and procedures documentation for the workplace

Worksheet 1: Establish and maintain processes to ensure the participation of all employees in the application of health and safety

Worksheet 2: Establish and maintain procedures for managing work health and safety risks

Worksheet 3: Plan and manage enterprise procedures for dealing with potential emergency events

Portfolio of Evidence

Report: Develop health and safety policies and procedures

Students are required to prepare a report documenting workplace WHS policy and procedures

AHCBUS511 Manage enterprise staff requirements**Unit Descriptor**

This unit of competency describes the skills and knowledge required to manage staff who work in both operational and strategic roles.

This unit applies to individuals who take personal responsibility and exercise autonomy in undertaking complex work. They must analyse information and exercise judgement to complete a range of advanced skilled activities when managing all staffing requirements.

All work must be carried out to comply with organisational requirements, work health and safety legislation and codes and in consultation with the management team.

No licensing, legislative or certification requirements apply to this unit at the time of publication. The major areas of content are;

- Determine employment requirements
- Manage workforce performance
- Implement work health and safety priorities and procedures
- Support workforce training programs
- Manage administrative support

Assessment

Students are required to complete a series of five (5) worksheets and a report based on the knowledge and performance evidence requirements of the unit.

Worksheet 1: Determine employment requirements

Worksheet 2: Manage workforce performance

Worksheet 3: Implement work health and safety priorities and procedures

Worksheet 4: Support workforce training programs

Worksheet 5: Manage administrative support

Portfolio of Evidence

Report: Manage enterprise staff requirements

Students are required to research and prepare a report to management to employ a new member of staff to work in the section.

AHCWRK511 Develop workplace policies and procedures for sustainability**Unit Descriptor**

This unit applies to individuals who take personal responsibility and exercise autonomy in undertaking complex work. They demonstrate deep knowledge in a specific technical area and analyse, design and communicate solutions to sometimes complex problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication. The major areas of content are;

- Develop workplace sustainability policy
- Communicate workplace sustainability policy
- Implement workplace sustainability policy
- Review workplace sustainability policy implementation

Assessment

Students are required to complete a series of four (4) worksheets and a report based on the knowledge and performance evidence requirements of the unit.

Worksheet 1: Develop workplace sustainability policy

Worksheet 2: Communicate workplace sustainability policy

Worksheet 3: Implement workplace sustainability policy

Worksheet 4: Review the implementation of workplace sustainability policy

Portfolio of Evidence

Report: Communicate the implementation and review of the workplace sustainability policy

Students are required to document a report on workplace sustainability policy and procedures

Student Presentation

Students are required to present the workplace sustainability policy. Students will be allotted 15 minutes with a five minute Q&A following.

AHCIRG507 Audit Irrigation Systems**Unit Descriptor**

This unit of competency describes the skills and knowledge required to collect and collate data, assess data, compile a system evaluation report and recommend alterations to improve irrigation system performance.

The unit applies to individuals who apply specialised skills and knowledge to the audit of irrigation systems, and take personal responsibility and exercise autonomy in undertaking complex work. They analyse and synthesise information and analyse, design and communicate solutions to sometimes complex problems.

No licensing, legislative or certification requirements apply to this unit at the time of publication. The major areas of content are;

- Collect and collate all available data
- Assess actual data against benchmarks, specifications and predictions
- Compile a report of system evaluation
- Recommend alterations to achieve performance improvement

Assessment

Students are required to complete two (2) worksheets and a report based on the knowledge and performance evidence requirements of the unit.

Worksheet 1: Collect and collate all available data

Worksheet 2: Assess actual data against benchmarks, specifications and predictions

Portfolio of Evidence

Report: Irrigation System Evaluation

Students are required to complete a report documenting recommendations based on site specific data to achieve optimum irrigation system performance

AHCPM507 Diagnose plant health problems**Unit Descriptor**

This unit of competency describes the skills and knowledge required to determine, monitor, diagnose and remedy plant health problems and evaluate a control plan.

The unit applies to individuals who apply specialised skills and knowledge to diagnose plant health problems, and take personal responsibility and exercise autonomy in undertaking complex work. They analyse and synthesise information, and analyse, design and communicate solutions to sometimes complex problems.

All work is carried out to comply with workplace procedures, health and safety in the workplace requirements, legislative and regulatory requirements, and sustainability and biosecurity practices.

No licensing, legislative or certification requirements apply to this unit at the time of publication. The major areas of content are;

- Determine factors that influence plant health
- Monitor and diagnose plant health problems
- Remedy plant health problems
- Evaluate control plan

Assessment

Students are required to complete three (3) worksheets and a report based on the knowledge and performance evidence requirements of the unit.

Worksheet 1: Determine factors that influence plant health

Worksheet 2: Monitor and diagnose plant health problems

Worksheet 3: Remedy plant health problems

Portfolio of Evidence**Report**

Prepare and Evaluate Plant Health Control Plan

Students are required to provide a report documenting a plant health control plan based on growing cycles and integrated approach to pest management in consideration to WHS and environmental sustainability.

AHCTRF508 Manage sports turf facility assets**Unit Descriptor**

This unit of competency describes the skills and knowledge required to manage physical resources, infrastructure and assets for sports turf playing surfaces at sporting venues and clubs.

It applies to individuals who analyse information and exercise judgement to complete a range of advanced skilled activities and demonstrate deep knowledge in a specific technical area. They have accountability for the work of others and analyse, design and communicate solutions to a range of complex problems.

No licensing, legislative or certification requirements apply to this unit at the time of publication. The major areas of content are;

- Develop a sports turf facility asset database
- Determine maintenance requirements for turf facility assets
- Schedule and monitor program of maintenance works
- Review maintenance works

Assessment

Students are required to complete a series of four (4) worksheets based on the knowledge and performance evidence requirements of the unit.

Worksheet 1: Develop a sports turf facility asset database

Worksheet 2: Determine maintenance requirements for turf facility assets

Worksheet 3: Schedule and monitor program of maintenance works

Worksheet 4: Review maintenance works

Portfolio of Evidence

Students are required to provide a report documenting the implementation and review of maintenance schedules

AHPCPM406 Develop a soil health and plant nutrition program**Unit Descriptor**

This unit of competency describes the skills and knowledge required to develop, document and monitor a soil health and plant nutrition program.

The unit applies to individuals who apply specialist skills and knowledge to developing a soil health and plant nutrition program.

This includes applying and communicating non-routine technical solutions to predictable and unpredictable problems.

All work is carried out to comply with workplace procedures, health and safety in the workplace requirements, legislative and regulatory requirements, and sustainability and biosecurity practices.

No licensing, legislative or certification requirements apply to this unit at the time of publication. Major areas of content are;

- Determine relevant regional data and site characteristics
- Define the requirements for a plant nutrition program
- Document the soil health and plant nutrition program and specifications
- Monitor plant growth and evaluate the program

Assessment

Students are required to complete two (2) worksheets, a report and a presentation based on gathering information from the worksite

Worksheet 1: Determine relevant regional data and site characteristics

Worksheet 2: Define the requirements for a plant nutrition program

Portfolio of Evidence

Report: Develop, monitor and evaluate a soil health and plant nutrition program

Students are required to provide, monitor and evaluate a soil health and plant nutrition program based on the information gathered from the worksite in the worksheets

Presentation

Students are required to present your findings from your project assessment soil health and plant nutrition program. Students will be allotted 15 minutes with a five minute Q&A following.

Proposed Program Stage 2 2024/25

	No.	Unit Number	Unit Name	Start Date	End Date	Assessment Due Date
Stage 2 2024/25	8	AHCTRF507	Develop sports turf management programs	July 22 nd 2024	August 26 th 2024	Student Presentation November 25 th 2024
	9	AHCWRK514	Manage trial and research material	September 2 nd 2024	September 23 rd 2024	Design Brief Student Presentation September 23 rd 2024 Final Presentation April 7 th 2024
	10	AHCCHM501	Develop and manage a chemical use strategy	October 21 st 2024	November 18 th 2024	November 18 th 2024
	11	AHCTRF506	Manage sports turf renovation programs	February 10 th 2025	March 10 th 2025	March 10 th 2025
	12	AHCBUS514	Negotiate and monitor contracts	March 17 th 2025	April 7 th 2025	April 7 th 2025
	13	AHCBUS518	Prepare and monitor budgets and financial reports	March 17 th 2025	May 12 th 2025	May 26 th 2025
	14	AHCTRF505	Plan the establishment of sports turf playing surfaces	February 3 rd 2025	March 3 rd 2025	March 3 rd 2025 Student Presentation March 10 th 2024

AHPCPM507 Develop sports turf management programs**Unit Descriptor**

This unit of competency describes the skills and knowledge required to develop short-term, annual and ongoing sports turf establishment, management and maintenance programs, for the extension, redesign, upgrade and renovation of sports turf surfaces using an organisation's available resources.

It applies to individuals who analyse information and exercise judgement to complete a range of advanced skilled activities and demonstrate deep knowledge in a specific technical area. They have accountability for the work of others and analyse, design and communicate solutions to a range of complex problems.

No licensing, legislative or certification requirements apply to this unit at the time of publication. The major areas of content are;

- Determine scope and objectives of turf management program
- Research turf management principles and practices
- Develop turf management program
- Communicate turf management program
- Review and update turf management program

Assessment

Students are required to complete a series of three worksheets a report and a presentation based on obtaining site specific information to assist the development of a sports turf management plan

Worksheet 1: Determine scope and objectives of turf management program

Worksheet 2: Research turf management principles and practices

Worksheet 3: Develop turf management program

Portfolio of Evidence

Report: Develop a Sports Turf Management Program for two Turf Playing Surfaces

Students are required to develop a management program spanning a 12-month period for at least two sports turf surfaces from the following;

- a single hole for a golf course, including tee and surrounds, rough, fairways and green
- a bowling green
- a cricket surface, including the wicket surface and outfield
- a ball sport selected from one of Australian Rules football, Soccer or Rugby
- a horse race track
- a sport turf surface selected from one of lawn tennis, lacrosse, hockey, polo or croquet.

Presentation

Students are required to present a Sports Turf Management Program for two sports turf playing surfaces from your project assessment. Students will be allotted 15 minutes with a five minute Q&A following.

AHCBUS514 Manage trial and research material**Unit Descriptor**

This unit of competency describes the skills and knowledge required to identify the scope and extent of trial and research work, oversee management of trial and research material, and prepare reports.

The unit applies to individuals who apply specialised skills and knowledge to the management of trial and research material, and take personal responsibility and exercise autonomy in undertaking complex work. They analyse and synthesise information, and analyse, design and communicate solutions to sometimes complex problems.

All work must be carried out to comply with workplace procedures, health and safety in the workplace requirements, legislative and regulatory requirements, and sustainability and biosecurity practices.

No licensing, legislative or certification requirements apply to this unit at the time of publication. The major areas of content are;

- Identify scope and extent of work
- Oversee management of trial or research materials
- Prepare reports on completed work

Assessment

Students are required to complete two (2) worksheets, a report and a presentation based on gathering information from the worksite to aid in the completion of the portfolio of evidence tasks

Worksheet 1: Identify scope and extent of work

Worksheet 2: Oversee management of trial or research materials

Portfolio of Evidence

Report: Manage Trials and Research Work

Students are required to provide a report based on the conduction, monitoring and evaluation of a trial project

Presentations

1. Design Brief: **To be completed and discussed with your assessor prior to commencement**

In this task you will be required to briefly outline your research design brief

This is to include;

- What the topic is (or what you will be trialling)
- Why you have researched or selected the topic,
- What is the relevance to you, your situation and your organisation,
- The Aims and Objectives of the study

2. Final Presentation

In this task you are required to present your findings from your trial and research work. Students will be allotted 15 minutes with a five minute Q&A following.

AHCCHM501 Develop and manage a chemical use strategy**Unit Descriptor**

The unit applies to individuals who take personal responsibility and exercise autonomy in undertaking complex work. They demonstrate a deep understanding in a specific technical area.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication. Major areas of content are;

- Identify and evaluate need for chemical use
- Develop a chemical use risk management strategy
- Develop and implement procedures for chemical management and use
- Identify training and supervision needs and solutions for chemical use in the workplace
- Monitor and evaluate the implementation of a chemical use strategy

Assessment

Students are required to complete a series of five (5) worksheets and a report based on the knowledge and performance evidence requirements of the unit

Worksheet 1: Identify and evaluate need for chemical use

Worksheet 2: Develop a chemical use risk management strategy

Worksheet 3: Develop and implement procedures for chemical management and use

Worksheet 4: Identify training and supervision needs and solutions for chemical use in the workplace

Worksheet 5: Monitor and evaluate the implementation of a chemical use strategy

Portfolio of Evidence

Report: Develop and manage a chemical use strategy

Students are required to provide a chemical use strategy for the worksite, based on legislative guidelines

AHCTRF506 Manage sports turf renovation programs**Unit Descriptor**

This unit of competency describes the skills and knowledge required to assess a sports turf surface and develop programs and procedures to implement renovation activities appropriate to the sport and sporting regulations.

It applies to individuals who are responsible for the management of turf renovation programs, who analyse information and exercise judgement to complete a range of advanced skilled activities and demonstrate deep knowledge in a specific technical area. They have accountability for the work of others and analyse, design and communicate solutions to a range of complex problems.

No licensing, legislative or certification requirements apply to this unit at the time of publication. The major areas of content are;

- Assess the turf renovation site
- Select renovation technique for sports turf site
- Organise staff and resources for turf renovation project
- Review and report renovation outcomes

Assessment

Students are required to complete a series of three worksheets and a report based on preparing, implementing and completing a sports turf renovation program at their worksite

Worksheet 1: Assess the turf renovation site

Worksheet 2: Select renovation technique for sports turf site

Worksheet 3: Organise staff and resources for turf renovation project

Portfolio of Evidence

Report: Review and report renovation outcomes

Students are required to provide a report documenting the implementation and review of a renovation project at their worksite

AHCBUS514 Negotiate and monitor contracts**Unit Descriptor**

This unit of competency describes the skills and knowledge required to negotiate and monitor contracts with sources external to the enterprise.

This unit applies to individuals who take personal responsibility and exercise autonomy in undertaking complex work. At this level, workers analyse information and exercise judgement to complete a range of advanced skilled activities especially in relation to the negotiation and monitoring of contracts.

All work must be carried out to comply with organisational requirements, work health and safety legislation and codes and in consultation with the management team.

No licensing, legislative or certification requirements apply to this unit at the time of publication. The major areas of content are;

- Define agreements with external parties to the business for service provision
- Complete the formal agreement
- Monitor the performance of contracts

Assessment

Students are required to complete a series of three (3) worksheets and a report based on the knowledge and performance evidence requirements of the unit.

Worksheet 1: Define agreements with external parties to the business for service provision

Worksheet 2: Complete the formal agreement

Worksheet 3: Monitor the performance of contracts

Portfolio of Evidence

Report: Prepare and Monitor Contracts

Students are required to prepare a report documenting requirements of a contract

AHCBUS518 Prepare and monitor budgets and financial reports**Unit Descriptor**

This unit of competency describes the skills and knowledge required to prepare and monitor budgets and produce financial reports.

This unit applies to individuals who take personal responsibility and exercise autonomy in undertaking complex work. They must analyse information and exercise judgement to complete a range of advanced skilled activities when preparing and monitoring budgets and financial reports.

All work must be carried out to comply with organisational requirements, work health and safety legislation and codes and in consultation with the management team.

No licensing, legislative or certification requirements apply to this unit at the time of publication. The major areas of content are;

- Prepare a budget
- Implement and monitor a budget
- Prepare financial report

Assessment

Students are required to complete a series of three (3) worksheets and a report based on preparing and implementing a budget and financial report

Worksheet 1: Prepare a budget

Worksheet 2: Implement and monitor a budget

Worksheet 3: Prepare financial report

Portfolio of Evidence

Report: Prepare and monitor budgets and financial reports

Students are required to provide a report documenting the implementation and review of the workplace budget for the financial year.

AHCTRF505 Plan the establishment of sports turf playing surfaces**Unit Descriptor**

This unit of competency describes the skills and knowledge required to establish sports turf playing surfaces, develop a design for the site, its specifications and works procedures, planning processes involved in establishing turf in new constructions and major renovations of existing sports turf surfaces.

The unit applies to individuals who analyse information and exercise judgement to complete a range of advanced skilled activities and demonstrate deep knowledge in a specific technical area. They have accountability for the work of others and analyse, design and communicate solutions to a range of complex problems.

No licensing, legislative or certification requirements apply to this unit at the time of publication. The major areas of content are;

- Conduct site assessment and develop a performance brief for sports turf playing surface
- Evaluate and select sports turf profile and construction materials
- Develop concept design for sports turf playing surface
- Determine requirements for turf establishment works
- Prepare and document turf establishment plan and specification

Assessment

Students are required to complete a series of five (5) worksheets a report and a presentation based on preparing and implementing a turf establishment program

Worksheet 1: Conduct site assessment and develop a performance brief for sports turf playing

Worksheet 2: Evaluate and select sports turf profile and construction materials

Worksheet 3: Develop concept design for sports turf playing surface

Worksheet 4: Determine requirements for turf establishment works

Worksheet 5: Report and repair areas of damaged turf

Portfolio of Evidence

Report: Prepare and document turf establishment plan and specification

Students are required to prepare a report documenting procedures and logical schedules for establishment of sports turf playing surface according to workplace and industry standards and include scaled drawings of designs

Presentation

Students are required to present a proposal to stakeholders on the construction or reconstruction of a sports turf surface based on your report. Students will be allotted 15 minutes with a five minute Q&A following.