

Hatfield, David

From: Frances Cameron [frances.cameron@agsafe.com.au]
Sent: Wednesday, 16 March 2011 3:56 PM
To: Hatfield, David
Cc: Hogan, Susan; Chadwick, Richard; Bernard Meadley (Croplife)
Attachments: Agsafe recognition policies March2011.pdf

Hi David,

Further to our meeting on 15th March, please find following as discussed a summary of what we discussed and actions taken by Agsafe to ensure that it is meeting the requirements of the current ACCC Authorisation.

As I explained in our meeting, many industries use competencies as part of their training, e.g. aviation & telecommunications use a common competency for confined spaces training, however the differences between industries necessitates that employees undertake extra training to achieve specific industry compliance levels. As an industry body which has been delivering industry specific training for over 20 years, we use a similar ethos.

We recently underwent an audit with NARA also in relation to this issue. Agsafe has drafted a new policy, now on the website, that explains what participants attain when they complete the competencies and what they attain when they achieve Agsafe Accreditation. I have attached the new document and a link to the web page. <http://www.agsafe.com.au/aat/category.php?id=55>

Since the beginning of the year, Agsafe has been receiving applications for credit transfer that relate only to the common Chemcert competency. In these instances we have requested proof of the competency, (i.e. a validated certificate), and have continued to work with them to assess their requirements to complete the remaining competencies and Agsafe Accreditation. Should Agsafe receive an application from an individual who already has the three existing competencies (or equivalent), we would accept this evidence in its entirety in order to issue a Statement of Attainment. As stated above, we believe that there is extra knowledge required to gain Agsafe Accreditation and would again work with the individual to ascertain what that might be and how it could be demonstrated. In all instances we would endeavour to assess the candidate without the need for them to attend the course.

To answer some of the assertions in the Chemcert letter:

The letter confuses some areas in relation to what the ACCC refers to in its authorisation as "accreditation" and also what Agsafe's responsibilities as an RTO are.

The Chemcert letter states:

"...Agsafe considers that the ACCC Determination only applies to its initial Accreditation program and not the reaccreditation program."

Agsafe has taken advice on this matter and it is clear that as Agsafe re-accreditation is not competency based and therefore not "Nationally Recognised Training", there is no obligation for Agsafe to provide official recognition processes. It is hard to find direct correlations between competency based training and non-competency based training and therefore the process would be time-consuming and costly to both Agsafe and the participant.

In its letter, Chemcert asserts that Agsafe is contravening the conditions of the authorisation. Agsafe believes it is complying with the authorisation in full as the condition imposed requested that Agsafe issue statements of attainment:

*....parties are able to obtain statements of attainment from alternative training providers for any **accredited** courses which constitute requirements for **Agsafe accreditation** – currently comprising the three competencies set out below.*

- *RTC3705A – Transport, handle and store chemicals*
- *PRMWM44B – Identify wastes and hazards*
- *RTE2804A – Provide information on products and services.*

Chemcert maintains that the use of the words "training unit" as detailed in the ACCC Determination refers to Nationally Recognised Training and is therefore implying that in not delivering competencies as part of re-accreditation training, that Agsafe is therefore not complying with the authorisation. Agsafe argues that the use of these words is not exclusive to the AQTF. Chemcert goes on to question the names of Agsafe re-accreditation courses, saying that as the names are similar, that they should therefore be instantly recognised against similar named competencies. Some Agsafe courses have been in existence for over a decade and would therefore probably pre-date the competencies. Agsafe re-accreditation is a refresher module in the same mode as Chemcert re-accreditation and does not deliver competencies, but refreshes the knowledge of the learner in a smaller component of the original course.


With the revised wording of our policies and website information we believe that we are compliant with the current authorisation . We are also actively considering other options in relation to competencies as

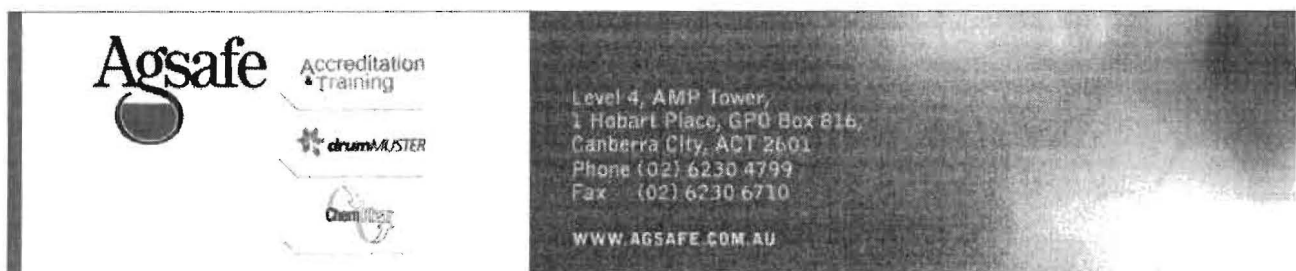
we discussed. We are making good progress with developing our new model which will provide greater flexibility for all industry participants. The Agsafe Board is committed to changing and improving the system to accommodate the requirements of the industry and we feel that it is essential that as stated in the final authorisation the industry be allowed a smooth transition to the more flexible arrangements that do not compromise existing compliance levels that the industry has built over time.

I trust that this information assists the ACCC with regards to our current policies and provides some assurance that we are maintaining the terms and conditions of the authorisation. We have agreement from the Chemcert Chairman to a meeting on 13th April. I will update you as to the outcomes of this meeting as soon as possible. Please do not hesitate to contact me should you require any further information.

Kind regards,

Frances Cameron
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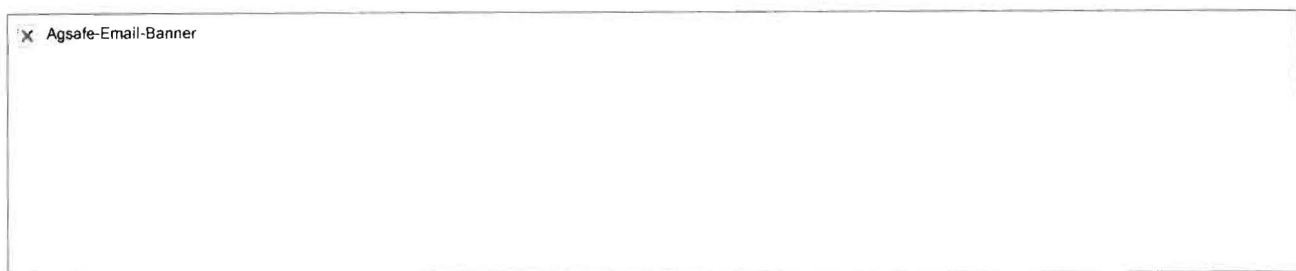


The banner features the Agsafe logo on the left, followed by logos for Accreditation Training, drumMASTER, and Chemcert. On the right, contact details are listed: Level 4, AMP Tower, 1 Hobart Place, GPO Box 816, Canberra City, ACT 2601. Phone (02) 6230 4799, Fax (02) 6230 6710, and the website WWW.AGSAFE.COM.AU.

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Agsafe Recognition Policies

In this document:

- What is Agsafe Accreditation?
- Is there a difference between agsafe Accreditation and the competency standards?
- Course objective and learning outcomes
- Credit Transfer and Recognition of Prior Learning leading to a Statement of Attainment
- Agsafe Credit Transfer Policy
- Agsafe Recognition of Prior Learning Policy
- Application forms for credit transfer and recognition of prior learning

This document can be used to determine the appropriateness of credit transfer or recognition for your situation.

What is Agsafe Accreditation

The Agsafe course has been available to the industry for over 20 years. Over time it has been through many reviews and has been contributed to by government, industry and trainers.

The Agsafe Accreditation and Training program was originally developed to fulfil a stewardship requirement to monitor compliance within the agvet chemical distribution chain. The program is mandatory for any business or person involved in the storage, handling, transport or provision of advice relating to agricultural and veterinary chemicals.

Agsafe has made significant efforts in more recent times to incorporate competencies that provide extra value to the individual and their workplace.

Whilst the Agsafe Basic course delivers three competencies, it is also tailored specifically to the agvet chemical industry and therefore provides information that is customised and relevant to the agvet chemical reseller or storage location.

Is there a difference between Agsafe Accreditation and the competency standards?

The units of competency delivered as part of the Agsafe Basic course signify that someone who has completed the course has been deemed competent in the criteria that is particular to those competencies.

Agsafe Accreditation provides information to the candidate that is tailored to the agvet chemical industry and an individual workplace where larger amounts of agvet chemicals are stored and handled such as the chemical reseller or manufacturer environment.

The outcome for the industry is the responsible storage and sale of agvet chemicals from the point of manufacture through to point of sale. Demonstrating a level of safety and responsibility from point of manufacture through to point of sale provides a flow on effect for the safe use and application of these products.

Course objective and learning outcomes

The objective of this course is to provide personnel who store, transport, sell and recommend products with the knowledge and skills required to help achieve established industry standards and legislative requirements for the sale and storage of agricultural and veterinary chemicals.

On successful completion of the course participants will be awarded:

- A Statement of Attainment in the following nationally recognised units of competency:
 - RTC3705A Transport, handle and store chemicals
 - PRMWM44B Identify wastes and hazards
 - RTE2804A Provide information on products and services
- A certificate of Agsafe accreditation confirming understanding of required industry knowledge

To successfully complete the course, participants must demonstrate they meet the following outcomes;

Apply knowledge to pests and pest management in the workplace including:

- the relation of current and past pest management tactics to relevant stakeholders;
- summarise the history of the farm chemical industry in Australia;
- ensuring the sale of registered products;
- the process of new product development and registration in Australia; and
- the main reasons for using farm chemicals.

Comply with and reference where needed relevant legislation covering the handling, storage, dispatch and sale of agricultural and veterinary chemicals including:

- determine the applicability of relevant Acts, Regulations and Codes of Practice;
- implement the requirements for customers under state 'control of use' legislation; and
- determination of the applicability for minor storage to an agricultural and veterinary chemical store;
- verify and list store requirements for schedule poison licensing and storage.

Interpretation of the product label including:

- explain the categories of information which appear on a product label;
- interpret/keep/use/relate the information in each category of information;
- know when to read the label;
- explain how to use the label at the point of sale of the product;
- identify all components of a farm chemical formulation;
- list the types of formulations in common use;
- list the advantages and disadvantages of various types of formulations; and

Transport of farm chemicals safely including:

- identifying the requirements of relevant legislation, Standards and Codes of Practice which apply to transport of agricultural and veterinary chemicals;
- implement procedures for transport of products including procedures for:
 - marking of packages;
 - stowage and compatibilities;
 - vehicle marking
 - despatch and receipt of goods and documentation;
- list responsibilities of the consignor, prime contractor, vehicle owner, driver, persons in charge of loading/unloading a vehicle and persons transporting dangerous goods;

Determine design features for agricultural and veterinary chemical outlets including:

- identification of relevant Legislation, Standards and Codes of Practice which apply to storage and handling of agricultural and veterinary chemicals;

- implement procedures for handling and storage of products to ensure control methods for hazard reduction function effectively:
 - maintain isolation and segregation protocols;
 - ensure integrity of ventilation;
 - determine and confirm bund integrity;
 - identify, reduce and maintain the safe operation of potential ignition sources;
 - maintenance of store housekeeping and product integrity.

Manage agricultural and veterinary chemical retail and warehouse operations safely including procedures for the handling, storage and transport of products including:

- production and maintenance of the manifest of Dangerous Goods and scheduled poisons;
- receipt of goods and documentation;
- safe product handling and segregated storage;
- maintenance of store housekeeping and product integrity;
- dispatch of goods and documentation; and
- assessment of storage facility and management practices.

Analyse and report on fire, spill and transport emergencies including:

- list the principal threats in the event of a fire involving farm chemicals;
- explain the need for effective fire emergency planning;
- list the components of a fire emergency plan;
- explain what actions need to be taken in the event of a farm chemical spill; and
- describe the actions which must be taken in the event of a transport emergency.

Assess the applicability of toxicity health and first aid in the workplace including:

- give details on how farm chemicals can enter the body;
- explain the difference between toxicity and hazard;
- describe the potential health effects and how farm chemicals may poison; and
- list all recommended procedures in the event of a poisoning emergency.

Define the potential impact of farm chemicals and the environment

- establish the fate processes of farm chemicals in the environment;
- describe the groundwater system and list the steps which must be taken to protect it from contamination;
- explain the way in which non-target organisms can be protected.

Credit Transfer and Recognition of Prior Learning leading to a Statement of Attainment

The AQTF requires all RTO's to recognise qualifications issued by another RTO. Whilst Agsafe offers the three competencies in one course, it is possible to complete these or equivalent competencies with other training organisations. This is known as "**Credit Transfer**".

Under the AQTF recognition can also be granted for workplace skills, life skills, other training you may have attended or other experiences you may have had. This is known as "**Recognition of Prior Learning**" or "**RPL**". We encourage you to contact us if you believe that you may be able to complete Agsafe accreditation through other methods.

Participants demonstrating competency via other methods such as **credit transfer** and **RPL** will be issued with a Statement of Attainment in the three competencies listed in this document.

There is no charge for credit transfer; however charges will apply for conducting any extra assessments for remaining competencies or required industry knowledge.

You may still be required to demonstrate understanding of required industry knowledge to gain the Agsafe Accreditation Certificate.

Credit Transfer and RPL policies including application forms are detailed below.

Agsafe Credit Transfer Policy

Agsafe Personnel Accreditation delivers the following units of competency:

- RTC3705A Transport, handle and store chemicals
- PRMWM44B Identify wastes and hazards
- RTE2804A Provide information on products and services

Applicants with nationally recognised qualifications equivalent to those issued by Agsafe will be granted exemption from units already achieved.

Agsafe Credit Transfer Procedure

- The applicant enrolls online indicating a preference for Credit Transfer
- Applicant completes the Agsafe Credit Transfer Application form
- The applicant must provide original documents or verified copies of original documents issued by the Registered Training Organisation
- Agsafe will validate the documents with the issuing Registered Training Organisation.
 - Where successful application for all three units of competency listed above are made, the applicant will be issued with a Statement of Attainment in those units*
 - Where successful application for less than the three units listed above is made, Agsafe will register this on the applicants file and discuss options for completing any remaining units or Agsafe Accreditation requirements*
- Unsuccessful claims for credit transfer will be notified to the applicant. Agsafe will discuss options for completing Agsafe accreditation with applicants

Applicants are entitled to appeal any decisions made by Agsafe in relation to credit transfer. Please see our appeals process for further information.

If you have any further questions regarding Agsafe training, recognition of prior learning or Credit Transfer, please contact Agsafe.

**Applicants may still be required to demonstrate required industry knowledge to gain the Agsafe Accreditation certificate.*

Agsafe Recognition of Prior Learning Policy

Agsafe Personnel Accreditation delivers the following units of competency:

- RTC3705A Transport, handle and store chemicals
- PRMWM44B Identify wastes and hazards
- RTE2804A Provide information on products and services

Individuals may wish to use existing skills or knowledge to obtain accreditation through the Agsafe recognition process as an alternative to attending an Agsafe training course.

Candidates who want to apply for recognition need to self assess against the identified competency standards and collect evidence that supports their competence.

The types of evidence could include but is not limited to:

- Work samples
- References and testimonials
- Qualifications and certified results
- Courses completed with course outlines
- Evidence of work achievements that can be verified

Agsafe RPL Procedure

- Candidate enrolls online indicating a preference for ***recognition of prior learning***
- Applicant completes the Agsafe Recognition of Prior Learning form
- The applicant must provide original documents or verified copies of original documents
- Agsafe will validate the documents with the issuing Registered Training Organisation.
 - Where successful application for all three units of competency listed above are made, the applicant will be issued with a Statement of Attainment in those units*
 - Where successful application for less than the three units listed above is made, Agsafe will register this on the applicants file and discuss options for completing any remaining units or Agsafe Accreditation requirements*
- Unsuccessful claims for RPL will be notified to the applicant. Agsafe will discuss options for completing Agsafe accreditation with applicants

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If you have any further questions regarding Agsafe training, recognition of prior learning or Credit Transfer, please contact Agsafe.

**Applicants may still be required to demonstrate required industry knowledge to gain the Agsafe Accreditation certificate.*



Accreditation
& Training

Return This Form to:
Agsafe Limited
GPO Box 816
CANBERRA CITY ACT 2601
Telephone: 02 6230 4799
Facsimile: 02 6230 6710
Website: www.agSAFE.com.au
Email: info@agSAFE.com.au

APPLICATION FOR CREDIT TRANSFER

Instructions

1. The applicant must also complete an enrolment form for Agsafe Personnel Accreditation (Basic). The enrolment form is available on the Agsafe Website.
2. This application must be accompanied by original documents or verified copies of AQF qualifications and/or statements issued by a Registered Training Organisation.
3. Please use **BLOCK** letters when completing form
4. Please note: Incomplete applications will not be considered.

PERSONAL DETAILS:

Mr/ Mrs/ Ms/ Miss/ Dr please circle	Surname:		
Given Name(s):			
Address:			
Town / Suburb	State	Postcode	
BH Phone: ()	AH Phone: ()	Mobile:	
E-Mail:			
Date of Birth:			

WORK DETAILS:

Work Organisation Name:	Premise Key No.	
Retail Buying Group (if applicable)		
Work Address:		
Town / Suburb:	State	Postcode
Phone ()	Fax ()	
Work Postal Address:		
Town / Suburb:	State	Postcode

Important Note: Please sign this form.

I am applying for Credit Transfer for the following unit(s) of competency (Please complete as required). Attach extra pages if required.

Unit	Issuing RTO	Date of Issue	Verified (Office Use Only)
RTE2804A Provide information on products and services			
PRMWM44B Identify wastes and hazards			
RTC3705A Transport, handle and store chemicals			

Application Checklist

- Enrolment Form for Agsafe Personnel Accreditation (Basic) is completed (Agsafe website)
- Personal and Work details are completed (On this form)
- The claims against the units of competency have been detailed (On this form)
- Original documents or verified copies of AQF qualifications and/or statements issued by a Registered Training Organisation or other supporting evidence of competency are included with this application and noted on the evidence list (Page 5)
- The application has been signed and dated (below)

Declaration and signature

I declare that I have read the instructions on this application form and that the information provided by me is true and complete. I recognise that it is my responsibility to provide all necessary documentation to support my application and I authorise Agsafe Limited to obtain further relevant documentation where necessary. I acknowledge that Agsafe Limited reserves the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information. I have read and understand the above conditions and am prepared to accept them in full.

Signature: _____ Date (day/month/year): ____ / ____ / ____



Accreditation
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Return This Form to:
Agsafe Limited
GPO Box 816
CANBERRA CITY ACT 2601
Telephone: 02 6230 4799
Facsimile: 02 6230 6710
Website: www.agSAFE.com.au
Email: info@agSAFE.com.au

APPLICATION FOR RECOGNITION OF PRIOR LEARNING

Instructions

1. The applicant must also complete an enrolment form for Agsafe Personnel Accreditation (Basic). The enrolment form is available on the Agsafe Website
2. This application must be accompanied by original documents or verified copies of AQF qualifications and/or statements issued by a Registered Training Organisation or other supporting evidence of competency
3. Please use **BLOCK** letters when completing form
4. Please make copies of pages if more space is required
5. Please note: Incomplete applications will not be considered

PERSONAL DETAILS:

Mr/ Mrs/ Ms/ Miss/ Dr please circle	Surname:	
Given Name(s):		
Address:		
Town / Suburb	State	Postcode
BH Phone: ()	AH Phone: ()	Mobile:
E-Mail:		
Date of Birth:		

WORK DETAILS:

Work Organisation Name:	Premise Key No.	
Retail Buying Group (if applicable)		
Work Address:		
Town / Suburb:	State	Postcode
Phone ()	Fax ()	
Work Postal Address:		
Town / Suburb:	State	Postcode

I am claiming competency in the following (Please complete as required)

Competency: RTE2804A
Provide information on products and services

Learning Outcome / Performance Criteria

Claim of Prior Learning

Evidence

Learning Outcome / Performance Criteria	Claim of Prior Learning	Evidence

Competency: PRMWM4B
Identify wastes and hazards

Learning Outcome / Performance Criteria	Claim of Prior Learning	Evidence

Competency: RTC3705A
Transport, handle and store chemicals

Learning Outcome / Performance Criteria

Claim of Prior Learning

Evidence

Learning Outcome / Performance Criteria	Claim of Prior Learning	Evidence

Evidence List

Please list your supporting documents here

Attachment #	Document Title
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Application Checklist

- Enrolment Form for Agsafe Personnel Accreditation (Basic) is completed (Agsafe website)
- Personal and Work details are completed (Page 1)
- The claims against the units of competency have been detailed (Pages 2-4)
- Original documents or verified copies of AQF qualifications and/or statements issued by a Registered Training Organisation or other supporting evidence of competency are included with this application and noted on the evidence list (Page 5)
- The application has been signed and dated (below)

Declaration and signature

I declare that I have read the instructions on this application form and that the information provided by me is true and complete. I recognise that it is my responsibility to provide all necessary documentation to support my application and I authorise Agsafe Limited to obtain further relevant documentation where necessary. I acknowledge that Agsafe Limited reserves the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information. I have read and understand the above conditions and am prepared to accept them in full.

Signature: _____ Date (day/month/year): ____ / ____ / ____

Return this Form with supporting evidence to:
Accreditation Officer
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CANBERRA CITY ACT 2601

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Facsimile: 02 6230 6710
Website: www.agsafe.com.au
Email: info@agsafe.com.au