

Recognition for Unit of Competency

Unit Number: **RTC2012A**

Unit Name: **Plant trees and shrubs**

Teaching Section: **Primary Industry & Natural Resources**

Step 1: Read the unit competency requirements (If you have the skills/knowledge to meet these elements, go to step 2)

Unit Descriptor: This competency standard covers the manual planting of trees, shrubs and other containerised and bare-rooted plants, and related tasks such as site preparation and pre-planting treatments. It applies to planting activities in parks and gardens, domestic and commercial landscapes, sporting facilities, planting of windbreaks and shelter belts, programmed environmental maintenance, rehabilitation of natural areas, and the reversal of environmental degradation.

ELEMENTS	PERFORMANCE CRITERIA
1. Prepare for planting operations	<ul style="list-style-type: none"> • Planting plan/instructions are obtained and confirmed with supervisor • OHS hazards are identified, risks assessed and reported to the supervisor • The environmental implications associated with the planting program are identified and the likely outcomes assessed and reported to the supervisor • Tools and equipment are selected that are appropriate to the task being undertaken • Suitable personal protective equipment (PPE) is selected, used, maintained and stored according to best practice
2. Prepare planting site	<ul style="list-style-type: none"> • Tools and equipment for planting are used and maintained according to enterprise work procedures • Site is marked out according to planting plan and/or enterprise work procedures • Competing plants are controlled according to supervisors instructions • Soil is modified where necessary according to the requirements of the trees to be planted and supervisors instructions • Planting holes are excavated according to the needs of the plant and enterprise guidelines
3. Prepare trees and shrubs for planting	<ul style="list-style-type: none"> • Trees and shrubs are watered prior to planting to ensure entire root ball is damp • Trees and shrubs are removed from containers without damage or dehydration • Examine plant and root ball and assess suitability for purpose and reject if unsuitable • Root treatments are applied according to supervisors instructions

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4. Install trees, shrubs and/or other plants	<ul style="list-style-type: none">• Plants are placed in hole according to enterprise guidelines• Planting hole is back-filled and soil consolidated• Plants are watered in where required to eliminate air pockets
5. Complete planting operations	<ul style="list-style-type: none">• Post planting treatment is applied according to the requirements of the species and supervisors instructions• Tools and equipment are cleaned, maintained and stored according to enterprise and OHS requirements• Waste is collected and disposed of or recycled to minimise damage to the external environment• Records of planting operations are maintained in the appropriate format

Step 2: Complete your personal and unit details

TAFE NSW
Student Number: Last Name: First Name:

SAM Number: Unit Number: Unit Name:

Step 3: List your evidence for recognition

List your evidence below providing as much detail as possible. **Note:** recognition can only be granted for a full unit of competency. If you can meet most of these elements but not all, contact the appropriate teaching section to discuss gap training.

Attach additional paper if more space is required.

Qualifications &/or formal statements	Professional Development & Training	Work Experience	Other Experience & Skills
List your qualifications and/or formal statements relevant for this unit. Evidence may include: Statement of Attainment, Certificate, Diploma etc.	List any other training and development activities completed at work. Eg: Staff Development Activities, Training Sessions, One to one training by a qualified senior staff member.	List what you do or have done at work that meets the unit description. Eg: activities, duties, projects. etc. Evidence may include: letter of confirmation from your employer, duty statement.	List your membership of organisations, voluntary work, community work or self employment/home business. Evidence may include: membership certificate, reference letter from clients.

Student Declaration All information I provide to support this application is true and correct.

Recognition Granted: YES NO

Signature of Student:	<input type="text"/>	Reason for Non Approval (if applicable):	<input type="text"/>
Date submitted:	/ /		
Name of Assessor:	<input type="text"/>		
Signature of Assessor:	<input type="text"/>	Date Processed:	/ /

Step 4: Attach all certified documents and sign the Student Declaration

Do not send original qualifications, formal completion statements or membership certificates. Instead, supply certified copies. Certified means you need to have your original documents sighted and a copy signed by:

- a Justice of the Peace (JP) or any Officer of the Court
- a teacher or Course Information Office at OTEN
- a TAFE NSW staff member

To find your local JP visit <http://jp.lawlink.nsw.gov.au/public/>.

Note: If your name is different from that on the evidence documents you are submitting, you will also need to provide certified proof of your change of name, eg Marriage Certificate.

Step 5: Complete the **PURPLE** 'Enrolment Adjustment-Recognition of prior learning and previous stuies form for submission with your application.

Once completed, the PURPLE Enrolment Adjustment form must be attached to the top of all documentation ready for submission. It is important to keep copies of all completed forms for your own reference.

Step 6: Secure all documentation and submit (by post or in person)

Electronically submitted versions will not be accepted. Applications must not be faxed or emailed, as the Assessor and the Delegate must sight the original signatures of certification, as well as the applicant's own original signature.

Important notes: Recognition applications will only be processed for currently enrolled students. If not currently enrolled, you need to apply to enrol by completing an OTEN Enrolment Application form that you must include with your recognition application.

Submit your completed application by post or in person to:

If currently enrolled

Recognition Officer

OTEN

51 Wentworth Road

STRATHFIELD NSW 2135

If not currently enrolled (with your completed OTEN Enrolment Application form)

Student Services

OTEN Student Services - Enrolments

Locked Bag 2012

STRATHFIELD NSW 2135