

**Modification history**

Release	Comments
Release 2	This version released with AHC Agriculture, Horticulture, Conservation and Land Management Training Package Version 4.0.
Release 1	This version released with AHC Agriculture, Horticulture, Conservation and Land Management Training Package Version 1.0.

AHCARB402	Supervise and audit tree operations
<b>Application</b>	<p>This unit of competency describes the skills and knowledge required to supervise and audit tree operations on an arboriculture work site in accordance with existing tree hazard evaluation and pruning specification documentation.</p> <p>The unit applies to individuals who apply specialist skills to provide solutions to technical and unpredictable problems. They work autonomously, instruct and monitor the work of others within a team. They use discretion and judgment in the selection, allocation and use of available resources.</p> <p>Legislation, regulations and by-laws relating to the treatment and removal of trees apply nationally and in some states, territories and jurisdictions.</p>
<b>Prerequisite Unit</b>	Nil
<b>Unit Sector</b>	Arboriculture (ARB)

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1.Prepare site and equipment	1.1 Confirm tree operations, schedule of works and desired outcomes with client brief and arborist specifications 1.2 Undertake a site-specific job safety analysis (JSA) and record and implement control measures 1.3 Assess site access conditions for equipment and personnel 1.4 Ensure pruning tools, equipment and machinery comply with operation specification, planned works and site assessment
2.Supervise and monitor tree operations	2.1 Monitor site establishment and compliance with site and tree operation specifications 2.2 Review and confirm tree condition against tree assessment report 2.3 Document specification for tree operation works 2.4 Communicate tree operation works and specification to work team and verify understanding 2.5 Conduct safety audit of work team, equipment and machinery and document outcomes 2.6 Monitor compliance with safety procedures during tree operation work
3. Supervise and monitor work team operations and performance	3.1 Monitor work team operational activities 3.2 Identify and resolve work related issues within work team 3.3 Conduct work team member performance reviews 3.4 Provide feedback to work team members on performance 3.5 Issue rectification notices where performance is bellow expectations 3.6 Promote work team improvement through professional development activities 3.7 Document work team operational performance according to workplace procedures

<b>Elements</b>	<b>Performance Criteria</b>
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
4.Audit and report tree operations	4.1 Monitor tree operations for compliance to specifications and Australian standards 4.2 Estimate and record progress of tree operations against specifications and scheduled works 4.3 Review quality of completed tree works against specifications and Australian standards 4.4 Identify and record incomplete and substandard pruning works 4.5 Implement rectification procedures to resolve incomplete and substandard tree works 4.6 Record and report results of tree operations audit according to workplace procedures

<b>Foundation Skills</b>	
<i>This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.</i>	
<b>Skill</b>	<b>Description</b>
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<b>Unit Mapping Information</b>			
<b>Code and title current version</b>	<b>Code and title previous version</b>	<b>Comments</b>	<b>Equivalence status</b>
AHCARB402 Supervise and audit tree operations	AHCARB402 Supervise and audit tree operations	Redesigned unit including split one Element and edited and added performance criteria for clarity	Equivalent unit

<b>Links</b>
Companion Volumes, including Implementation Guides, are available at VETNet: <a href="https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72">https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72</a>

<b>TITLE</b>	<b>Assessment requirements for AHCARB402 Supervise and audit tree operations</b>
<b>Performance Evidence</b>	
<p>An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.</p> <p>There must be evidence that the individual has on at least one occasion demonstrated the ability to supervise and audit tree operations on an arboriculture work site and has:</p> <ul style="list-style-type: none"> <li>• confirmed tree operations, schedule and outcomes required from client brief and arborists specifications</li> <li>• undertook a site-specific job safety analysis (JSA) and recorded and implemented control measures</li> <li>• assessed site access conditions for equipment and personnel</li> <li>• ensured pruning tools, equipment and machinery complied with tree operation specification, planned works and site assessment</li> <li>• monitored site establishment, reviewed tree assessment report and confirmed compliance with tree operation specifications</li> <li>• communicated tree operation works and specifications to work team and verified their understanding</li> <li>• conducted a safety audit of work team, equipment and machinery and documented the outcome</li> <li>• monitored tree operation compliance with safety procedures</li> <li>• monitored work team activities and identified and resolved work related issues</li> <li>• issued rectification notices for poor performance</li> <li>• promoted work team improvements through professional development</li> <li>• reviewed and documented work team performance and provided feedback</li> <li>• monitored tree operations for compliance with specifications and Australian standards</li> <li>• estimated and recorded progress of tree operations against planned works</li> <li>• reviewed completed works against quality standards</li> <li>• identified, recorded and implemented rectification procedures for substandard work</li> <li>• recorded and reported tree operation audit outcomes.</li> </ul>	
<b>Knowledge Evidence</b>	
<p>An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:</p> <ul style="list-style-type: none"> <li>• site-specific hazards, risks and controls and the role of the JSA including:             <ul style="list-style-type: none"> <li>• work health and safety hazards</li> <li>• work health, safety, site, environmental and traffic control measures</li> <li>• hazards and hazardous site conditions</li> <li>• safe use and operation of pruning tools, equipment and machinery</li> </ul> </li> <li>• basic safety auditing procedures             <ul style="list-style-type: none"> <li>• personal protection standards</li> <li>• recording and reporting procedures for breaches in safety</li> </ul> </li> <li>• tree operations their documentation, interpretation and specification including:             <ul style="list-style-type: none"> <li>• compliance with Australian standards</li> <li>• compliance to specifications</li> <li>• types of tree work and expected standards</li> </ul> </li> <li>• supervising an arboriculture site establishment including:             <ul style="list-style-type: none"> <li>• conformance to requirements</li> <li>• communications strategies for work teams and the role of toolbox meetings</li> <li>• tree evaluation and expected</li> </ul> </li> <li>• staff work place performance reviewing procedures including:             <ul style="list-style-type: none"> <li>• feedback process and the benefits of positive feedback</li> <li>• communicating and dealing with poor performance and the use of improvement notices</li> </ul> </li> <li>• professional development and work team improvement strategies</li> <li>• tree operations</li> <li>• auditing quality of pruning works</li> <li>• work team performance and managing personnel issues including:             <ul style="list-style-type: none"> <li>• attendance and punctuality</li> </ul> </li> </ul>	

<p><b>Knowledge Evidence</b></p> <ul style="list-style-type: none"> <li>• conflict</li> <li>• breaches in safety procedures</li> <li>• dealing with drug and alcohol abuses</li> <li>• record keeping and reporting procedures for tree operations including:             <ul style="list-style-type: none"> <li>• digital images and role in recording performance and compliance</li> <li>• mandatory and workplace specific documentation and reporting.</li> </ul> </li> </ul>
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<p><b>Assessment Conditions</b></p> <p>Assessment of skills must take place under the following conditions:</p> <ul style="list-style-type: none"> <li>• physical conditions:             <ul style="list-style-type: none"> <li>• access to active arboriculture work site with work team and tree operations or environment that accurately represents workplace conditions</li> </ul> </li> <li>• resources, equipment and materials:             <ul style="list-style-type: none"> <li>• computer and software for accessing information and documenting outcomes</li> <li>• internet connection</li> <li>• digital image capture device for recording outcomes</li> </ul> </li> <li>• specifications:             <ul style="list-style-type: none"> <li>• workplace procedures, instructions and arborist specifications for tree operations</li> <li>• industry standards relating to tree operations</li> </ul> </li> <li>• relationships:             <ul style="list-style-type: none"> <li>• client, supervisor and work team.</li> </ul> </li> </ul> <p>Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.</p> <p>In addition, the following specific assessor requirements apply to this unit:</p> <ul style="list-style-type: none"> <li>• arboriculture vocational competencies at least to the level being assessed</li> <li>• current arboriculture industry skills directly relevant to the unit of competency being assessed.</li> </ul>
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<p><b>Links</b></p>	<p>Companion Volumes, including Implementation Guides, are available at VETNet:  <a href="https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72">https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72</a></p>
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