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| <b>AHCSS00064</b> | <b>Production Horticulture Administration Supervisor Skill Set</b> |
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**Modification History**

| <b>Release</b> | <b>Comments</b>  |
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| Release 2      | This version released with AHC Agriculture, Horticulture, Conservation and Land Management Training Package Version 5.0.<br><br>Version created to correct typographical errors. |
| Release 1      | Initial release  |

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| <p><b>Description</b><br/>This skill set provides the skills and knowledge required to supervise administration officers in the production horticulture industry.</p>  |
| <p><b>Pathways Information</b><br/>These units of competency provide credit towards <i>AHC4XX20 Certificate IV in Production Horticulture</i>.</p>   |
| <p><b>Licensing/Regulatory Information</b><br/>No occupational licensing or regulatory requirements apply to this skill set at the time of publication.</p>  |
| <p><b>Skill Set Requirements</b></p> <ul style="list-style-type: none"> <li>• BSBADM409 Coordinate business resources</li> <li>• BSBFIA302 Process payroll</li> <li>• BSBSMB401 Establish legal and risk management requirements of small business</li> <li>• BSBSMB407 Manage a small team</li> </ul>       |
| <p><b>Target Group</b><br/>This skill set is for individuals responsible for supervising administration officers working in the production horticulture industry.</p>  |
| <p><b>Suggested words for Statement of Attainment</b><br/>These competencies from the <i>AHC Agriculture, Horticulture, Conservation and Land Management Training Package</i> meet the industry requirements for supervisors of administration officers working in the production horticulture industry.</p> |