Modification history

Release	Comments
Release1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 6.0.

AHCNSY309	Receive and dispatch nursery products
Application	This unit of competency describes the skills and knowledge required to select and collect nursery products for the purpose of dispatch, delivery or pick-up by client, maintain stock, and receive products from suppliers. The unit applies to individuals who receive and dispatch nursery products under broad direction, and take responsibility for their own work and for the quality of the work of others. No licensing, legislative or certification requirements apply to this unit at the time of publication.
Prerequisite Unit	Nil
Unit Sector	Nursery (NSY)

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Select product for an order	1.1 Select required materials and equipment for receiving and dispatching stock 1.2 Select, fit and use personal protective equipment applicable to the task 1.3 Select product from stock batches to match order forms or customer requirements 1.4 Confirm with supervisor or workplace procedures, the product quarantine requirements prior to dispatch 1.5 Block up stockholding areas as required
2. Maintain the stock inventory	2.1 Collate orders in the sales or dispatch area 2.2 Check orders for product quality and quantity 2.3 Record electronic or manual outgoing sales records in the product inventory 2.4 Check inventory quantity of nursery stock available for sale
3. Prepare and dispatch products	3.1 Check product for correct labelling 3.2 Detail product to meet customer requirements 3.3 Pack product safely for ease of handling and to minimise damage 3.4 Load product according to vehicle configuration 3.5 Maintain and tidy sales and dispatch areas
4. Receive products	4.1 Check incoming product for type, quality and quantity 4.2 Transfer product to stock holding areas using correct manual handling techniques 4.3 Transfer incoming documentation, receipts of delivery and invoices to administration

Foundation Skills

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.

Skill	Description
Writing	• Use clear language, accurate industry terminology and logical structure to prepare nursery product sales records in the product inventory, and record incoming stock
Numeracy	• Match stock batch quantities to order forms • Confirm and record product quantities and sales records

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCNSY309 Receive and dispatch nursery products	AHCNSY302 Receive and dispatch nursery products	Minor changes to application Major changes to performance criteria Foundation skills added Assessment requirements updated	Not equivalent

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

TITLE	Assessment requirements for AHCNSY309 Receive and dispatch nursery products

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has received and dispatched nursery products on at least three occasions, and has:

- applied workplace health and safety requirements
- interpreted order forms
- met customer service requirements
- selected product for order requirements
- evaluated product quality
- monitored product dispatch, delivery and receipt processes.

Knowledge Evidence

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:

- workplace requirements applicable to health and safety in the workplace for receiving and dispatching nursery products
- principles and practices of receiving and dispatching nursery products, including:
    - workplace hygiene practices and procedures common sources of cross-contamination from transport vehicles
    - environmental controls necessary for transporting plants
    - quality standards for the packing, packaging and labelling of products
    - quarantine policies and relevant biosecurity legislation
    - stock control procedures.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - nursery plants and products
    - nursery plant and product receipt and dispatch materials and equipment
    - personal protective equipment applicable to nursery plant and product receipt and dispatch
- specifications:
    - workplace requirements applicable to health and safety in the workplace for receiving and dispatching nursery products
    - work instructions and workplace procedures for receiving and dispatching nursery products
- relationships:
    - customers
- timeframes:
    - according to job requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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