



Student Assessment Information Book

AHC30522

Certificate III in Poultry Production

This program is proudly supported by 4 Up Skilling PTY. LTD. RTO no 32141

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01/2025	Update to include information on assessment conditions	2
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Assessment Introduction

This Assessment Information Book outlines the assessment requirements for each unit you will undertake as part of your qualification. In addition to the instructions provided here, the assessor will provide you with individual unit assessment books that will have specific instructions on how to complete each assessment task within each unit.

Submitting Your Assessment Workbook

Your Coordinator/Assessor may ask you to complete assessment tasks between one training workshop / learning activity and the next; they will then review that assessment task. **The entire completed Assessment Workbook must be submitted to your Coordinator.** If you are emailing a large number of documents, please remember to email them all together in a zip file.

Your assessment may be completed in one of two (2) ways:

- Printed PDF copy and completed handwritten; then scanned and emailed or posted.
- Completed digitally in the eBook and emailed.

**ATTN: Your Coordinator
4 Up Skilling PTY. LTD.
9 Binney Street
Euroa Vic 3666
OR
Emailed to your Coordinator.**

Students have up to three (3) attempts to successfully complete each assessment task. If part, or all, of your assessment is not yet satisfactory (NYS), your Coordinator will return it to you with feedback about corrections and resubmission.

Please retain a copy of your completed assessment tasks and all associated materials for your own records.

4 Up Skilling accepts no responsibility for materials which are lost in transit. Having a copy of your Assessment Workbook on hand is also useful in case you receive a call from your Assessor wanting to discuss / review certain aspects of your assessment with you.

Please note that 4 Up Skilling may not return original hard copy submitted assessments, unless pre-arranged/requested by the student however, an electronic copy will be returned with feedback from the Assessor.

Assessment Timeframe

It is important that you undertake your assessment as soon as possible after completion of your training workshop or learning activities. Generally speaking, the longer you leave your assessment, the more likely it is that you will forget some of the knowledge you have gained, or the instructions you were given, and the harder it will become to complete.

Students are expected to submit their assessment by the deadline provided; this is typically on the 15th of the month, one or two months after that training workshop or learning activities.

Where no deadline has been given, it is expected submission will occur six weeks prior to the unit end date recorded on your Training Plan.

If you are unable to meet an assessment deadline, you must provide **written** notice to your Course Coordinator, requesting an extension. A new deadline will be negotiated.

No further Extensions for the assessment will be permitted without extenuating circumstances.

If you do not undertake your assessment within the specified timeframe, you may be required to:

- **Re-enrol in the course at your own expense; or**
- **Pay an hourly rate to be assessed.**

Negotiating Assessment

Where possible, the assessment tasks in each assessment book have been designed to provide you with flexibility and choice in how you go about your assessment. However, 4 Up Skilling recognises that the assessment tasks described in each Assessment Workbook are not the only way to demonstrate competence. Should you wish to provide alternative evidence to demonstrate your competence, please discuss this with your 4 Up Skilling Assessor.

Should you negotiate with your Assessor to provide alternative evidence to what is described in this each Assessment Workbook, you may be required to document in writing what the agreed evidence will be (the amendment), and have your Assessor sign the amendment before you proceed. This is required to prevent potential misunderstandings.

Recognition of Prior Learning (RPL) – if you believe you already have the knowledge and skills to be able to demonstrate competence in this a unit, speak with your Course Coordinator. You may be able to apply for RPL. *Please be aware that if your employer is facilitating, or paying for, the training they may wish you to participate fully in training and assessment.*

Reasonable Adjustments – In the event that you are having difficulty understanding or completing training or assessment (due to disability, language or learning difficulties) please notify your Course Coordinator immediately. Adjustments to your training and/or assessment requirements will be discussed, and a plan put in place to support your learning.

Support and Assistance

Should you require any support or assistance when undertaking your training and assessment, you are invited to contact your 4 Up Skilling Course Coordinator. We will do our best to provide you with the guidance you need.

You are also encouraged to refer to any resources provided by 4 Up Skilling, and to network with your peers. There are circumstances where additional one-on-one coaching can be provided by your Trainer or Course Coordinator.

Resulting Assessment

The result for each *assessment task* can be:

- Satisfactory (S)
- Not Yet Satisfactory (NYS)

The final result for *the unit* can be:

- Competent (C)
- Not Yet Competent (NYC)
- Credit Transfer (CT)
- Withdrawn (WD)
- Did not start (DNS)

For an RPL process, the outcome will either be:

- RG - RPL Granted
- RNG – RPL No Granted

Extensions:

If you are unable to meet an assessment deadline, you must request an extension from your Trainer or the Course Coordinator in writing; this can be done via email.

- Evidence of participation in learning or assessment for a unit must be submitted to the Trainer/Coordinator to authorise an Extension (**EXT**). This evidence must demonstrate you have been actively working on the unit during the last month;
 - in most instances the Trainer/Coordinator will request submission of any (part of the) assessment you have completed.
- If after this first extension, you require a further extension, a Study Support Plan will or may be developed in consultation with your Trainer/Coordinator. This plan identifies how you will be supported to complete the assessment. This plan must be agreed to and signed by you.

NB: If you do not agree to a Study Support Plan you may be withdrawn or made not yet competent (NYC) for each outstanding assessment.

- Once a Student Support Plan is in place, further extensions will only be authorised on a case-by-case basis (i.e., special/exceptional circumstance) by the Training Manager and/or Quality Manager.

Re-assessment and Appeals

Students who are assessed as **not yet competent** (NYC) are provided with at least one opportunity to be re-assessed.

Should you be assessed as **not yet competent NYC**, your Assessor will discuss with you the additional evidence that need you to provide, as well as the timeframe for gathering the additional evidence. In some cases, the Assessor may recommend additional training prior to re-assessment.

Should you be dissatisfied with an assessment decision, you may initially take this up with your 4 Up Skilling Assessor. If you remain dissatisfied, please speak directly with your Course Coordinator.

If you are unable to satisfactorily resolve your concerns you are invited to contact the 4 Up Skilling Quality Manager via email (quality@4upskilling.com.au) and/or Chief Executive Officer (rrichards@4upskilling.com.au). Should you remain dissatisfied and wish to pursue the matter further, the CEO will arrange for your assessment to be assessed by an independent assessor. Please see 4 Up Skilling's Complaints and Appeals Policy at: <http://www.4upskilling.com.au/complaints-appeals/>.

Certification

Students are entitled to receive a Statement of Attainment for the units successfully completed (i.e., units that have been assessed as **competent (C)**).

4 Up Skilling issues Qualification Certificates or Statements of Attainment to people when they have completed all assessments for all the units in which they have been enrolled.

Students with *outstanding debts (unpaid enrolment fees)* or who have not provided a *USI number* on enrolment will not be eligible to receive their qualification Certificate or Statements of Attainment until these matters have been rectified.

Plagiarism

Plagiarism is a form of cheating. It is taking and using someone else's thoughts, writings or inventions and representing them as your own.

The following list outlines some of the activities for which a participant can be accused of plagiarism:

- Handing in evidence copied from another student.
- Presenting the work of another individual or group as their own work.
- Submitting evidence without adequate acknowledgement of sources used, including assessments taken totally or in part from the internet.

Plagiarism is a serious act. Participants found to have plagiarised any part of their evidence will be assessed as 'not yet competent' and all course fees will be forfeited.

Should you have any doubts about including the work of other authors in your assessments, please consult with your Coordinator/Trainer. They will advise you on how to best reference your work.

Feedback

4 Up Skilling welcomes your feedback. Your Coordinator/Trainer will provide an Evaluation Sheet with your workshop materials from time to time. Please complete the evaluation, and if not already submitted, please return to the office address above.

On completion of your assessment tasks, your Assessor will also provide you with written feedback for each assessment task within your Assessment Workbook and for your results for the unit of competency overall.

Further Information

Further information for students about their rights and responsibilities with regard to;

- enrolment,
- fees and charges,
- attendance,
- training and assessment and
- complaints and appeals,

may be found in the 4 Up Skilling Student Handbook, available on our website:

<http://www.4upskilling.com.au/information/student-handbook/>.

Assessment Cover Sheet

Student to complete all details below

Student Name:

Please enter your name.

Employer:

Candidate declaration — By signing below, I declare that:

- I have read & understood the assessment requirements and have been advised of when they need to be submitted.
- I have been made aware of my rights and responsibilities as an assessment candidate and choose to be assessed at this time. I also understand that if I feel I am not ready to be assessed and need additional time, I can request this from my Course Coordinator.
- My individual needs are my responsibility and I have discussed these with my trainer, with assessment adjustments made, if needed.
- The assessment work submitted is my own and contains no material written by another person except where due reference is made. I am aware that a false declaration may lead to the withdrawal of a qualification or Statement of Attainment.
- I understand that my assessor may authenticate the work I have submitted.
- I understand that a copy of my work may be kept for validation (review) purposes.
- I understand that should I wish to keep a copy of my assessment evidence, I should keep a copy prior to submitting my assessment.

Ensure you read the student declaration and sign and date prior to submitting your assessment.

Signed: _____ Date: _____

Please keep a copy and post your completed assignment to:

9 Binney St Euroa 3666 or Email to your course coordinator.

Result over all (circle one)	Competent	Not Yet Competent
Co-corrector Name		
Assessor's Name (print)	Your assessor will complete this section when they review your assessment work.	
Assessor's signature		
Date		

Summary Assessment Record

Student's name (<i>print</i>)	Please enter your name.		
Company		Due Date	
Qualification Code:			
Unit Code & Name:	Your individual results of Satisfactory 'S' or Not Yet Satisfactory "NYS" for each assessment will be placed in the appropriate box. If you are required to resubmit your assessment after correction, your result(s) will be record here. Your overall result of competent 'C' or Not Yet Competent 'NYC' is entered here.		
Assessment			
Short answer questions			
Logbook audit			
Video visit or farm visit			
Assessor's comments: Your assessor will leave an overall comment here about your first submission.			
Result (<i>circle one</i>)	Competent	Not Yet Competent	
Co-corrector Name			
Assessor's name (<i>print</i>)	Your assessor will sign and date when they have assessed your assessment.		
Assessor's signature			
Date			

Assessment Briefing Checklist

Student name	
Assessor name	
Unit of Competency assessed	
Date of assessment brief	

Please complete all the details assessment briefing checklist. Each box below outlines the information you need to understand prior to assessment.

4 Up Skilling has a short video recording that explains each point. Use the QR code below to access this video.

This is the same information for each every one of your assessments.

Tick if the following was discussed/clarified with the student:



Reason and purpose of the assessment
Competency standards being assessed
Confirm candidate understanding of how competency-based assessments work
Assessment procedure—what candidate must do and how long it should take
Requirements for 'competent' result
What will happen if result is 'C' (competent) and what will happen if result is NYC (not yet competent)
Time / date / location of assessment and/or assessment deadline
Other information about the assessment as needed: <i>e.g. what to bring, what to wear, how to prepare</i>
Reasonable adjustments and/or specific support needs—note here if applicable:
Appeals process
Confidentiality and names of those will have access to assessment records
Responsibility to submit authentic evidence (where appropriate)
RPL assessment option

Signed by:

Student signature

If you would like any further information after watching the short video, please contact your course coordinator.

Remember to add your signature.

ASSESSMENT PLAN

You will be supplied an Assessment plan in each Assessment Workbook. The Assessment Plan will give you an overview of each assessment you are required to complete for that unit or cluster of units. Some units are clustered together and assessed holistically whereas, other are assessed separately / individually. Each assessment plan will advise you of which units are being assessed.

ASSESSMENT PLAN	
Assessment Overview	To receive a Statement of Attainment for the unit you must meet the evidence requirements for the unit. This includes evidence that you can: Example: 1. Apply work health and safety policies and procedures 2. Assist in workplace hazard identification and risk control 3. Observe safe practices during work operations 4. Participate in arrangements for maintaining the health and safety of all people in the workplace The assessment tasks in this Assessment Workbook have been designed to help you provide sufficient evidence to demonstrate your competence against this unit(s).
Target group	This unit of competency is a core unit in all the following qualifications: AHC30116 Certificate III in Agriculture, AHC30416 Certificate III in Pork Production AHC30516 Certificate III in Poultry Production This unit is aimed at all learner groups outlined in the relevant TAS(s) for this qualification
Assessment Conditions	Competency is to be assessed in the workplace or workplace and simulated environments that accurately reflect performance in a real workplace setting. Assessors must satisfy current standards for PTQs Or (for example) Physical conditions: - a commercial poultry production site or an environment that accurately represents workplace conditions Resources, equipment and materials: - live poultry from the age of day old to 14 days - poultry production shed, materials, resources, tools and equipment, including PPE - safety data sheets Specifications: - health and safety, animal welfare, infection control, biosecurity and environmental protection procedures for the activities.
Assessment methods	The assessment tasks in this Assessment Workbook have been designed to help you provide sufficient evidence to demonstrate your competence against this unit(s). There is a total of XX assessment task(s). Each task must be completed satisfactorily to gain an overall competent result for the unit(s): Assessment 1: Short Answer Questions Assessment 2: PROJECT Assessment 3: PORTFOLIO Assessment 4: PRACTICAL REPORT
Purpose & context of assessment	This unit of competency describes the skills and knowledge required to carry out enterprise work health and safety policies and procedures

These are the Elements of the unit that must be assessed.

This will tell you which qualification(s) the assessment has been written for.

Where will the assessment take place and who can assess you.

Specific conditions that must be met during assessment might also be outlined

How many tasks you will need to complete.

What individual assessments you will need to complete (examples only)

Purpose of the assessment

Industry standards & contextualisation requirements	This unit is applicable to individuals. They typically work within clear reporting lines and procedures. All work must be carried out to comply with workplace procedures and work health and safety and other relevant legislation and codes. This unit applies to individuals who actively participate in the workplace safety system and work under broad direction and take responsibility for their own work. They work in a range of known contexts and complete routine activities. NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) and occupational safety and health (OSH) are equivalent and generally either can be used in the workplace. In jurisdictions where the Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State and Territory OHS legislative requirements. No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.
How the assessment targets your industry standards and industry requirements	
Process for gaining stakeholder review & approval	4 Up Skilling engage with industry during assessment validation as specified in the 4 Up Skilling's Validation Policy (see Form USV). Validation activities should follow the 4 UP Skilling's Validation Schedule, at a minimum, and aim to
Information about 4 Up Skilling's validation process to ensure the assessments meet specific industry needs.	continuously improve assessment practice, and processes.

ASSESSOR	Instructions for each assessment will be included in a template like this at the front of each assessment.	The method of assessment
Assessment	You must answer all of the following questions (providing a response where provided). This assessment is to be completed in this workbook for submission.	
Specific assessment instructions will be added here.	Where additional space is required, students may attach additional pages to this assessment, clearly labelling answers with the relevant question number.	
Assessment Conditions, Timing & Context	Specific instructions about what you will need to submit will be added here.	
Information that will tell you how long this assessment is expected to take AND where it is expected you will complete the assessment	Note: This assessment task will take approximately 1 hour to complete & should be completed in your own time. It must be submitted by the due date provided by your trainer. (Also see Assessment timeframe pg. 5). Where no due date is provided, assessments must be submitted prior to your next workshop.	
	☐ simulated workplace ☐ active workplace ☐ training room ☒ personal environment	
	What WHS issues need to be considered for this assessment?	
Any WHS issues that you may be subject to while completing this specific assessment will be noted		
Resources for learner /Equipment needed	Students are required to supply/refer to the following documents/ equipment when completing the assigned assessment task: {List documents and/or equipment needed e.g., workplace policy/PPE or state 'NA'}	
	We will list the resources and or equipment that you will need to complete your assessment here.	

CO-CORRECTOR ASSESSOR to complete

Short Answer Questions: feedback for the student.

At the end of each individual assessment task your assessor will complete the results table and mark you as Satisfactory or Not Yet Satisfactory.

If you have been marked Not Yet Satisfactory there will be specific feedback about what you are required to resubmit to successfully complete the assessment. You are allowed two submissions for every assessment.

Satisfactory ☐

Not yet satisfactory ☐

Co-corrector signature:

Date:

Assessor signature:

Date:

A Co-corrector might review your assessment along with an Assessor. If this is the case, they will sign and date here.

ALWAYS READ THE INSTRUCTIONS FOR EACH ASSESSMENT TASK PRIOR TO COMMENCING IT!

There are a range of other types of assessment that might be included in an Assessment Book. These can include (but are not limited to):

- Projects – It is likely that Templates will be provided to assist you to complete the project.
- Portfolio
 - this may include collecting copies of workplace documents and attaching them to your Assessment Workbook and/or
 - collecting photo evidence of specific items or tasks in your workplace and attaching them to your Assessment Workbook
- Practical Assessment - this includes assessment of your ability to complete specific tasks relevant to each unit of competency. **See the next page** for more details about practical assessment.

ASSESSMENT 3: Video or On Farm Visit - Assessment Record

Assessment Description & Method:

For this assessment task, students are required to be assessed on the performance requirements of this unit in a workplace setting.

See below, "Further Information & Instruction for Students".

Specific assessment instructions will be added here.

Assessment Context /Timing:

Duration/Timing: _____

☐ simulated workplace ☒ active workplace ☐ training room ☐ personal environment

Assessment Evidence:

The completion and submission of the completed report supplied with relevant documents and/or video/photographic evidence attached, where relevant evidence is submitted, answers to supplied questions should be included. A Declaration form found at the back of the Student Assessment Workbook should also be completed by the student to ensure authenticity.

Specific instructions about what you will need to submit will be added here.

Assessment Conditions

List the Assessment Conditions as outlined in the unit of competency. E.g.

Assessment of the skill

Specific Performance Evidence from the unit of competency may be listed here.

☐ physical conditions:

☐ resources, equipment or technology and materials:*

☐ specifications:

☐ relationships:

☐ timeframes:

WHS Issues:

On farms WHS p

Any WHS issues that you may be subject to while completing this specific assessment will be noted.

Other Resources/Equipment:

Students are required to supply/refer to the following documents/equipment when completing the assigned assessment task:

- List resources and equipment that the student will need access to demonstrate their practical skills

We will list the resources and or equipment that you will need to complete your assessment here.

THIS IS OUR PREFERRED METHOD
OF PRACTICAL ASSESSMENT.

Further Information & Instructions for Students:

- This Practical Report is to be completed by a 4 Up Skilling assessor, on site on at least one occasion. If a farm visit cannot be arranged (e.g. biosecurity issues on farm), then a video visit will be arranged.
- Video visit can be completed in real time with the use of technology that is suitable for both student and 4 Up Skilling trainer OR it can be completed unsupervised in a series of videos submitted by the student.
- **If doing this assessment unsupervised:**
 - At the start of the video recording, please state:
 - your full name
 - the unit code (AHC)
 - the assessment title (Practical Report)
 - the date of the video.
 - Please ensure that your face is shown at least once throughout the video.
 - Lastly, please sign the Video Student Declaration on the last page of this workbook to confirm and declare the person demonstrating the skills and knowledge in the video is you. Thank you.

Where high risk activities are involved, your Assessor may advise you that this assessment cannot be conducted unsupervised.

SECTION A: 4 Up Skilling Assessor to complete

Assessor name:

Assessor Signature:

Instructions for the Assessor

Record the outcome of each practical tasked based on the evidence collected by either the video visit or the on-farm visit.

The student was observed to satisfactorily carry out the following criteria listed below on the date:

(please tick for yes)

Assessor to complete:

Demonstration was observed: *(Please tick appropriate box)*

- ☐ Workplace visit by a 4 Up Skilling assessor
- ☐ Video visit by a 4 Up Skilling assessor
- ☐ Submitted video by student

Must be dated on the date(s) you completed each criterion outlined in the checklist.

Unless otherwise specified you only need to demonstrate each criterion once.

1. {Skills to demonstrate}

Comment

This section will outline the specific things you need to demonstrate. It may include specific tasks or skills that demonstrate your ability to meet the requirements of the unit of competency.

Please ensure your Referee includes a comment about what they observed i.e., the skill that you demonstrated.

☐

2. {Skills to demonstrate}

Comment

Each box must be marked to record that you completed the criteria listed.

☐
☐
☐

1. {Skills to demonstrate}

Comment

There may be many more itemised criteria in each checklist. Please ensure you read the list carefully, so you don't miss completing one of the skills/tasks required for competency.

☐

SECTION C: ASSESSOR TO COMPLETE	
Reasonable adjustment <i>(Please record any reasonable adjustment implemented in this assessment)</i>	
Feedback Video Visit or Farm Visit: Feedback for the Student	
Only a Qualified Trainer and Assessor can complete this section. Please ensure your Referee DOES NOT tick these boxes or sign the assessment.	
Satisfactory ☐	Not yet satisfactory ☐
Assessor signature:	Date:

FORM: STUDENT VIDEO DECLARATION

STUDENT TO COMPLETE – *only if you are providing video evidence for the
Practical Report Assessment*

STUDENT'S NAME: _____

**YOU ONLY NEED TO COMPLETE THIS PAGE WHEN
YOU ARE SUBMITTING VIDEO EVIDENCE**

STUDENT'S DOB: _____

ASSESSMENT TASK: PRACTICAL REPORT – SUBMITTED VIDEO EVIDENCE

DATE OF VIDEO:

DATE 1 _____/_____/_____

DATE 2 _____/_____/_____ (if relevant)

UNIT CODE: _____

STUDENT DECLARATION

By signing below, I declare that:

- I have been advised of the assessment requirements, have been made aware of my rights and responsibilities as an assessment candidate, and choose to be assessed at this time, by this method.
- The assessment video named and dated above is my own and captures myself demonstrating the required skills and knowledge for the unit of competency listed.
- I am aware that a false declaration may lead to the withdrawal of a qualification or Statement of Attainment.

Student's Signature: _____

Date: _____