



## Fertcare Distance Delivery Training Procedures

### Fertcare Level A (FCA)

Fertcare Level A training using the Distance Delivery method allows participants to undertake their training using a CD supplied to them. This CD contains the course content and exercises which they need to complete as they progress through their training. The completed exercises, when completed, are to be returned to their trainer for review and sign off.

**Note:** The CD contents can be made available to participants on a USB drive if they no longer have a CD drive available to them.

**Product Knowledge** is the mandatory unit needed to successfully complete Fertcare Level A training. Candidates must **also** complete **one** additional unit from the four Fertcare Level A units below.

**Spreading**

**Storage**

**Transport**

**Customer Service** (This unit has recently been added to the Fertcare Level A training options and it is presently awaiting addition to the training CD. In the meantime training resources for this unit will be sent separately to candidates undertaking this training by distance delivery).

### The training process

Participants work their way through each required unit on the CD completing the exercises for each section as indicated. As these exercises are completed they need to be returned, either electronically or in hard copy, to their nominated Fertcare trainer from whom they received their training CD. Their trainer will review their completed work and provide feedback as relevant.

Once all the chosen units' exercises are satisfactorily completed the participant will be sent a Workplace Skills Confirmation (WSC) document for each unit.

This is a third party report document which participants complete with their immediate supervisor. It is a verification of their competence in the tasks described on the document. As the document is being completed **both participants and their supervisor must** sign in **each** place indicated on the WSC document.

The completed WSC document is then returned to the participant's trainer for review and sign off.

**Upon satisfactory completion of this final step** Fertcare Level A certificates will be issued to participants by Fertiliser Australia.

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## Fertcare Distance Delivery Training Procedures

### Fertcare Level B (FCB)

Fertcare Level B is the only other Fertcare training that is available using the Distance Delivery model.

Fertcare Level B comprises only one unit of competency.

The FCB process requires participants to complete some pre-course work prior to receiving their training CD. This pre-course work needs to be satisfactorily completed before the training CD will be issued to the participant.

**Note:** The CD contents can be made available to participants on a USB drive if they no longer have a CD drive available to them.

The FCB CD has some self- marking quizzes throughout which require successful completion prior to progressing on from section to section.

On successful completion of all the work on the CD the participant will be issued a login to the Bendigo TAFE “My Learning” website to complete a series of assessment exercises. These are also self- marking.

Once this step is completed participants will be sent a Workplace Skills Confirmation (WSC) document to complete with their immediate supervisor. When the WSC is completed and returned to their trainer for review and sign-off a Fertcare Level B certificate will be issued by Fertiliser Australia.

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