



Trainee Guide to AvoGreen training

November 2021

Version 7.0

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1 AvoGreen training program overview

The AvoGreen® training program comprises of an **initial** AvoGreen® theory and practical training course. Once a trainee has become accredited the completion of an annual online refresher assessment is required each subsequent year to take into account annual changes. A full **competency** verification theory and practical training course is required every five years.

2 Roles and responsibilities of trainee

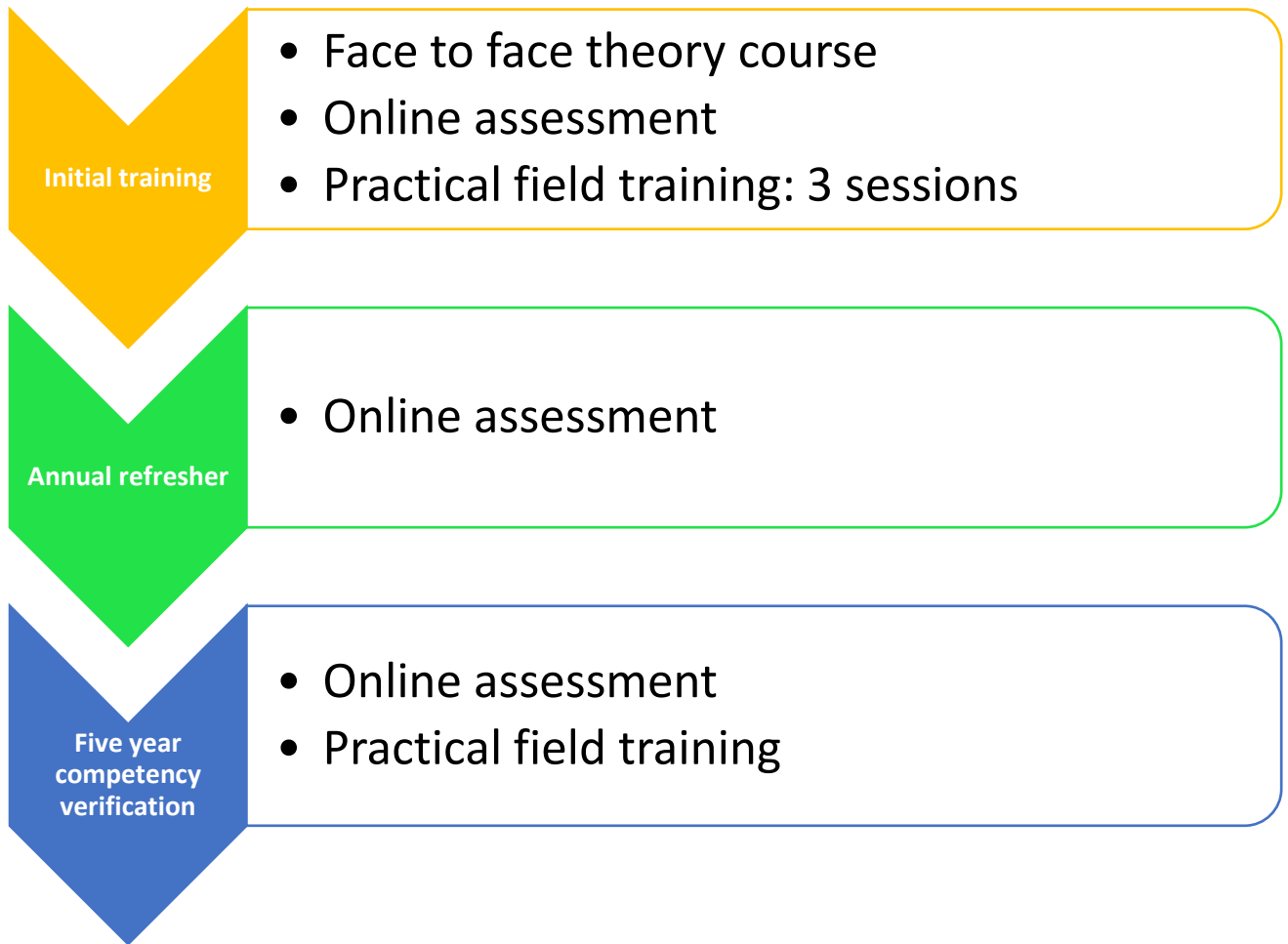
EXPECTATIONS

Trainees are expected to fulfil all requirements of the AvoGreen training course as listed in this manual **within 12 months**.

They are also expected to:

- Complete online AvoLearn assessments within 4 months of beginning initial training
- Be available for practical training sessions
- Undertake any additional requirements to achieve competency
- Ensure their progress record is maintained and they are aware of the outstanding requirements to complete accreditation
- Communicate with the trainer reasons as to why progress through the training programme may be delayed or halted for a period of time

3 Initial training course



3.1 Annual refresher training

Accredited AvoGreen® pest monitors are required to undertake an annual online refresher assessment to remain up to date with any changes. No booking for this is required - just complete the online assessment through the AvoLearn website when notified.

3.2 Five-year competency verification

AvoGreen® pest monitors may be required to undertake:

1. Online competency verification assessment
 - Through the AvoLearn website
2. Practical training
 - Register your expression of interest on the NZ Avocado industry website.

4 TRAINING COURSE ELEMENTS

4.1 Face to face theory course

The theory course covers the information elements of setup and administration as well as pest identification on the AvoGreen® programme. It involves learning in a classroom style setting where material from the AvoGreen® manual and factsheets are presented via a PowerPoint presentation.

4.2 Online assessment

The online assessment verifies a trainee's pest identification and AvoGreen® programme knowledge. There are ten assessments. Answers to all questions can be found in the AvoGreen manual (MANUAL tab or in training pack) and FACTSHEETS tabs.



An explanation of what each assessment covers is listed below.

Structure and standards	Questions relating to the structure and standards of the AvoGreen® programme
Setup and admin	Questions relating to the setup and administration of AvoGreen® monitoring
Pest protocols	Questions related to monitoring for pests of concern in the AvoGreen® programme
Action thresholds	Questions related to market access and action thresholds for pests of concern in the AvoGreen® programme
Leafroller	Identifying leafroller using the distinguishing features given Questions related to monitoring for leafroller
Thrips	Identifying thrips using the distinguishing features given Questions related to monitoring for thrips
Six spotted mite	Identifying six spotted mite using the distinguishing features given Questions related to monitoring for six spotted mite
Scale insects	Identifying scale insects using the distinguishing features given Questions related to monitoring for scale insects
Fullers rose weevil	Identifying Fuller's rose weevil using the distinguishing features given Questions related to monitoring for Fuller's rose weevil
Longtailed mealybugs	Identifying longtailed mealybugs using the distinguishing features given Questions related to monitoring for longtailed mealybug

It is important to note that each assessment must be passed with **100%**. Once an assessment has been passed, the assessed level of pest identification and programme knowledge is added to the trainee learning record.

Each trainee monitor will get four chances at each assessment to gain 100% pass mark. If there is a fail on the first try, the assessment can be retaken immediately.

There is a mandatory stand down period after failing an assessment twice. A failure in one assessment **DOES NOT** lock you out of the remaining assessments. The stand down periods are as follows:

Fail	Stand down period
Second	Until the next day
Third	7 days
Fourth	NZ Avocado notified and you will be contacted to discuss the results

4.3 Practical training section

The practical training course will cover training and assessment in practical pest identification, recording of all AvoGreen® pests and completion of AvoGreen® documentation. The practical module will be organised by your assigned AvoGreen® trainer.

In the majority of cases it is expected that the trainee will need to attend a minimum of three on-orchard sessions to complete the practical training section.

The initial practical training session will be held on the same day as the face-to-face training. The trainer will be responsible for contacting trainees with the details of subsequent sessions. The trainee must make every effort to attend the scheduled training days.

The trainee must also keep a record of attendance and pest finds in the checklist of requirements attached to the front of the Trainee pack.

The practical training course will cover:

- Pest identification environment
- Use of magnifying equipment
- On orchard pest identification of all pests and/or
- Pest identification of preserved samples
- Recording and completion of monitoring documentation
- Calculation of thresholds
- Understanding of market access response module

The pests you are expected to identify are:

Leafroller	Egg rafts - fruit
	Larvae - fruit
	Larvae - shoots
Scale insects	Armoured scale
	Chinese wax scale
	White wax scale
Thrips	Juvenile thrips
	Adult Flower thrips
	Adult Greenhouse thrips
Longtailed mealybug	
Fullers rose weevil	Tell-tale leaf damage
	Adult
Six spotted mite	Adult

Practical field training will be undertaken by the trainer in the first instance but **can be supplemented or complemented** through using an experienced **buddy monitor** (see Section 3 below).

There may be exceptional circumstances where more or less practical sessions are required. These are to be considered on a case by case basis taking into account that trainees come to the course with different levels of skill, aptitude and experience.

The trainer will make this decision on conjunction with NZA and it will be recorded in the field file and in the NZA system.

On all accounts it is the trainer is responsible for confirming the trainee is able to clearly identify pests and record and calculate thresholds according to the Avogreen manual before signing off the competency of the trainee.

Once the trainee has passed the elements of the practical training course it will be added to the trainee learning record.

4.4 Buddy monitor

Trainees may undertake additional or complementary **practical monitoring** alongside an accredited Monitor. This can be done alongside an accredited Pest Monitor such as an Operator Pest Monitor monitoring the trainee's orchard or a neighbour Owner-operator.

In all cases the buddy monitor must have at least 2 years' experience pest monitoring, and shall be approved by the Trainer and confirmed by NZ Avocado.

Once approved the trainee will be given a Buddy Monitor Log from the trainer and this will be filled in by the Buddy monitor and returned to the trainer via the trainee.

The role of the buddy monitor is to:

- Verify that what the trainee is identifying and recording is correct

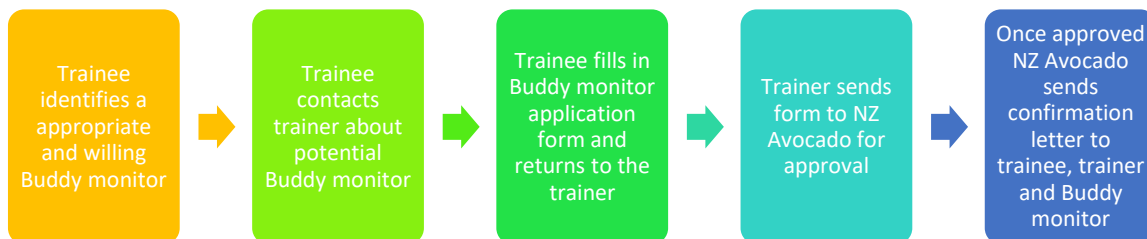
The buddy monitor must not:

- Act as the trainer other than correcting any errors
- Commence until the trainee has completed the face to face training **except** in a case where a trainee working for an Operator and has previously buddy monitored as a potential pest monitor to establish if suitable.

The Trainee can propose an accredited monitor to the Trainer **with the approval of the Operator**. This must be notified to and confirmed by NZ Avocado.

Note: it is the trainer’s responsibility to be certain the trainee is able to clearly identify pests and record and calculate thresholds according to the AvoGreen® manual.

4.5 Application process for buddy monitor



5 AvoLearn

AvoLearn is a NZ Avocado sector-specific **online** tool for the AvoGreen® training programme. It **assesses** knowledge of the AvoGreen® programme and pest identification as well as **facilitating the booking of AvoGreen® training courses**.

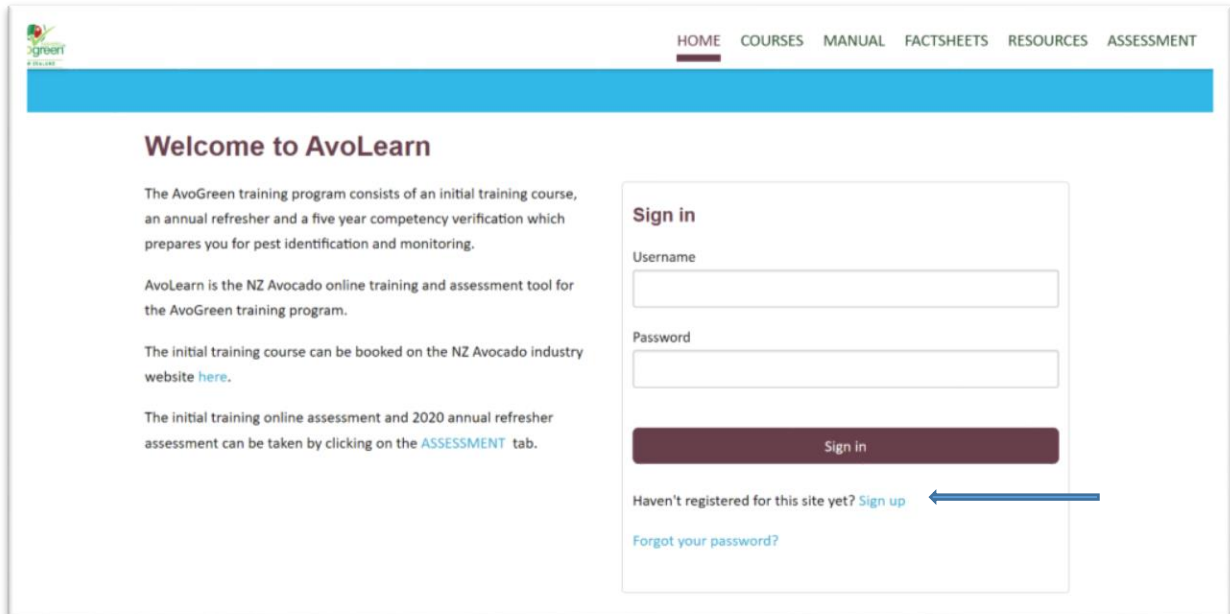
Website: <https://avolearn.nzavocado.co.nz>

NZ Avocado is the administrator of the AvoGreen® Programme and AvoLearn and is the first point of contact for any questions if assistance is needed (e.g. for forgotten access details, a lost certificate, or where a trainee monitor has exceeded the permitted number of attempts at an assessment). Contact NZ Avocado on avolearn@nzavocado.co.nz. A response will be generated during normal office hours.

It is a requirement of the programme that all trainees use the AvoLearn assessment programme to undertake the required online theory assessments.

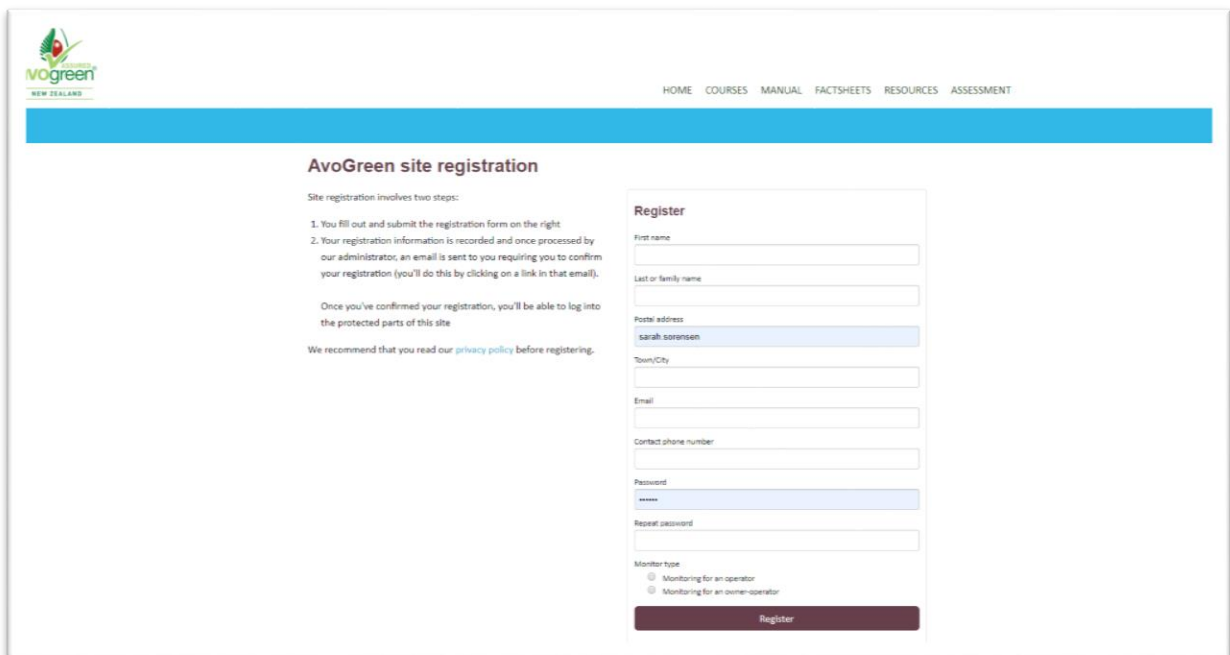
5.1 Registering for AvoLearn

Go to website: <https://avolearn.nzavocado.co.nz>



The screenshot shows the AvoLearn website home page. The navigation menu includes HOME, COURSES, MANUAL, FACTSHEETS, RESOURCES, and ASSESSMENT. The main heading is "Welcome to AvoLearn". Below this, there are three paragraphs of text explaining the training program. On the right side, there is a "Sign in" form with fields for Username and Password, a "Sign in" button, and links for "Haven't registered for this site yet? Sign up" and "Forgot your password?". A blue arrow points to the "Sign up" link.

Go to sign up



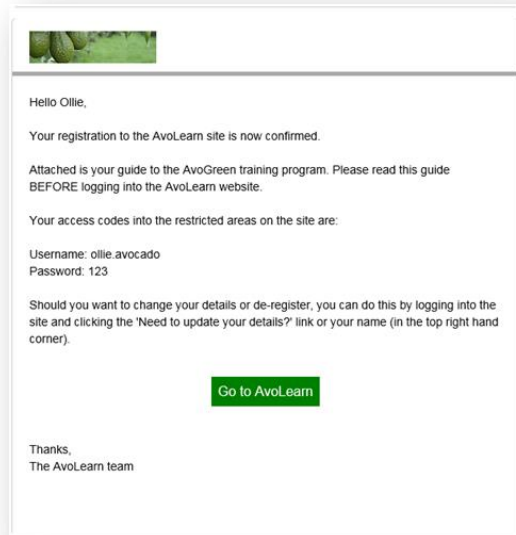
The screenshot shows the AvoGreen site registration page. The navigation menu includes HOME, COURSES, MANUAL, FACTSHEETS, RESOURCES, and ASSESSMENT. The main heading is "AvoGreen site registration". Below this, there are two steps for registration and a note about the privacy policy. On the right side, there is a "Register" form with fields for First name, Last or family name, Postal address, Town/City, Email, Contact phone number, Password, and Repeat password. There are also radio buttons for "Monitor type" (Monitoring for an operator or Monitoring for an owner-operator) and a "Register" button.

Enter details and click the Register button

NZ Avocado will receive an email about your registration and will confirm this during working hours.

5.2 Confirmation of registration

Once a trainee's registration is confirmed by NZ Avocado, the following email below will be sent.



This email confirms a trainee's registration and provides a record of the AvoLearn username name, site password and a copy of this guide.

Note: Do not lose your AvoLearn user name or password as you will need these to sign in each time an assessment is undertaken or a refresher course is required.

5.3 Signing into AvoLearn

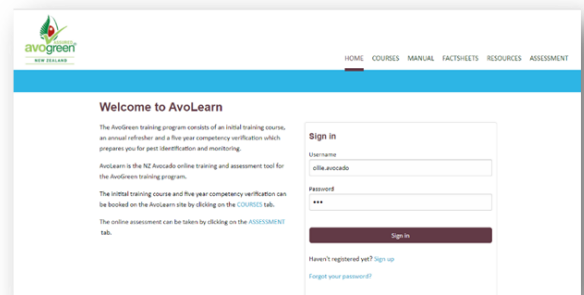
The AvoLearn website allows a trainee to

- sign in (HOME tab)
- read the AvoGreen manual via the NZ Avocado industry website – requires a separate log in (MANUAL tab)
- read the AvoGreen factsheets (FACTSHEETS tab)
- download AvoGreen resources (RESOURCES tab)
- undertake an online assessment (ASSESSMENT tab)

Go to <https://avolearn.nzavocado.co.nz>

Click on HOME tab.

Enter your user name (first name.last name) and password then click on *Sign in*.



5.4 Online assessment

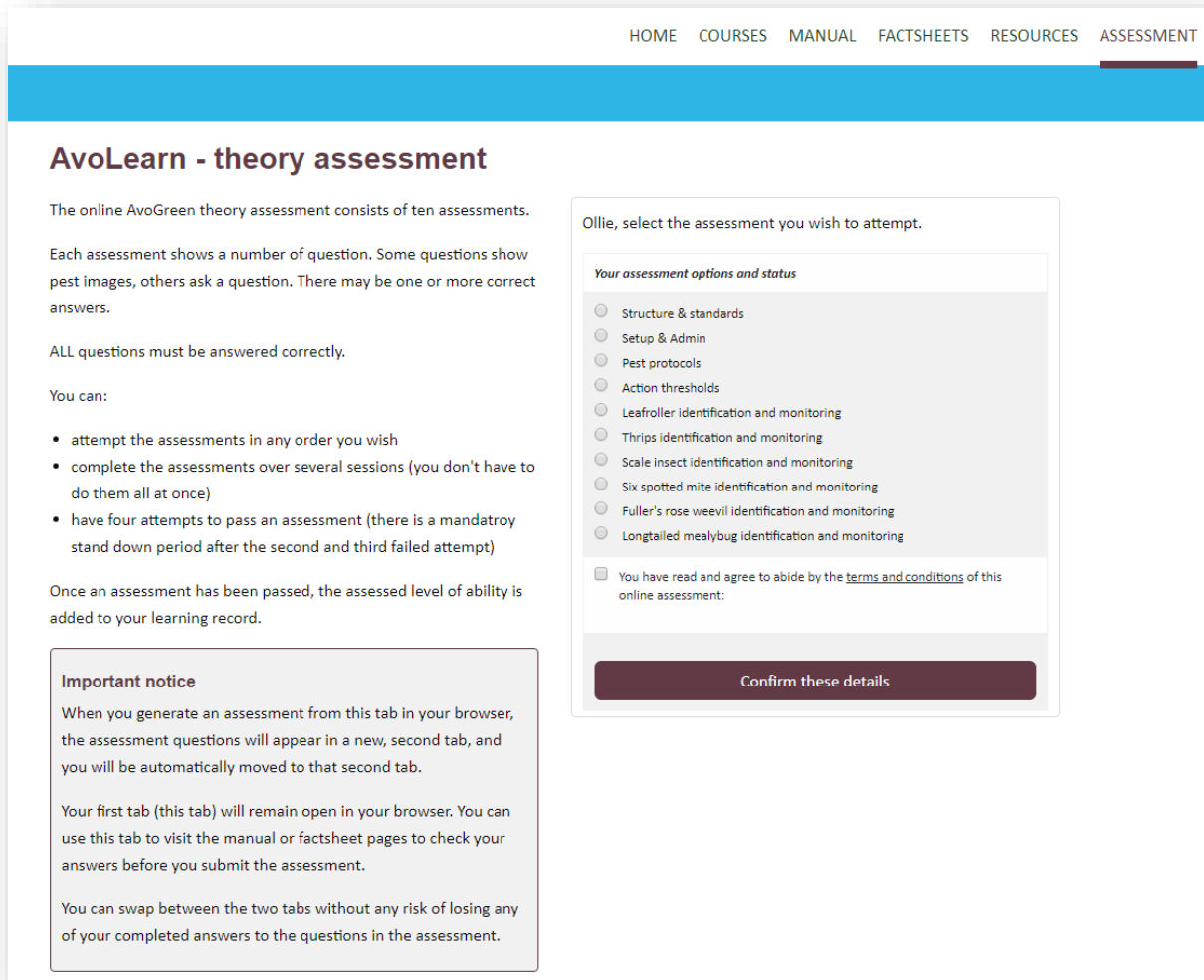
Note: There is a mandatory stand down period after failing an assessment twice. A failure in one assessment **DOES NOT** lock you out of the remaining assessments.

To take an online assessment, click on the ASSESSMENT tab.

There are currently ten assessments to choose from.

Choose the assessment you are going to attempt.

Read and *agree* to the terms and conditions.



HOME COURSES MANUAL FACTSHEETS RESOURCES **ASSESSMENT**

AvoLearn - theory assessment

The online AvoGreen theory assessment consists of ten assessments.

Each assessment shows a number of question. Some questions show pest images, others ask a question. There may be one or more correct answers.

ALL questions must be answered correctly.

You can:

- attempt the assessments in any order you wish
- complete the assessments over several sessions (you don't have to do them all at once)
- have four attempts to pass an assessment (there is a mandatory stand down period after the second and third failed attempt)

Once an assessment has been passed, the assessed level of ability is added to your learning record.

Important notice

When you generate an assessment from this tab in your browser, the assessment questions will appear in a new, second tab, and you will be automatically moved to that second tab.

Your first tab (this tab) will remain open in your browser. You can use this tab to visit the manual or factsheet pages to check your answers before you submit the assessment.

You can swap between the two tabs without any risk of losing any of your completed answers to the questions in the assessment.

Ollie, select the assessment you wish to attempt.

Your assessment options and status

- Structure & standards
- Setup & Admin
- Pest protocols
- Action thresholds
- Leafroller identification and monitoring
- Thrips identification and monitoring
- Scale insect identification and monitoring
- Six spotted mite identification and monitoring
- Fuller's rose weevil identification and monitoring
- Longtailed mealybug identification and monitoring

You have read and agree to abide by the [terms and conditions](#) of this online assessment:

Confirm these details

Click on the brown box to confirm these details to continue to the assessment.

- You will have 4 attempts at each assessment.
- When you generate an assessment from this tab in your browser, the assessment questions will appear in a new, second tab, and you will be automatically moved to that second tab.
- Your first tab (this tab) will remain open in your browser. You can use this tab to visit the manual or factsheet pages to check your answers before you submit the assessment.

Refreshing this page to re-attempt this assessment is not possible.

Please close this tab and return to the tab from which you launched this assessment.



- You can swap between the two tabs without any risk of losing any of your completed answers to the questions in the assessment.

You cannot refresh the assessment page.

5.5 Structure of questions

There are two different ways you will be required to answer the questions:


- Select the one right answer from all the available options – you will only be able to select one answer
- Select all the right answers from the available options – you will be able to select multiple answers

Example questions for assessments:

- A. One image and four answers. Have a good look at each picture and select the answer you think is the correct one.

Question 4.

This is a:




Choose your answer(s):

- Spider
- Six spotted mite
- Longtailed mealybug
- Passionvine hopper

- B. An array of four images and four answers. To move the pictures along, click on *prev* or *next* under the images. Have a good look at each picture and select the answer you think is the correct one.

Question 7.
Which of the following is a longtailed mealybug?



Choose your answer(s):

A
 B
 C
 D

prev next

- C. A question or statement

There may be more than one correct answer. You must answer all correct options for each question to get the question correct.

Question 6.
Longtailed mealybug can cause:

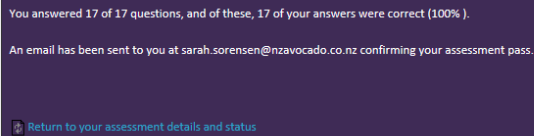
Choose your answer(s):

Sooty mould
 Leaf drop
 Ridging on fruit

Once you have selected all your answer/s in the assessment, click *Submit*.

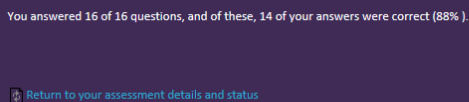
5.6 Assessment results and learning record

If you get all the questions correct (100% is required for a pass) you will immediately get the following notification and this assessment will be added to your learning record.



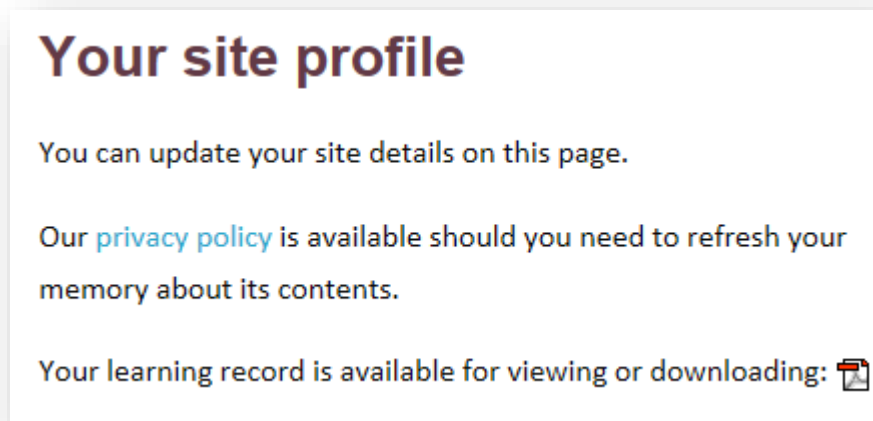
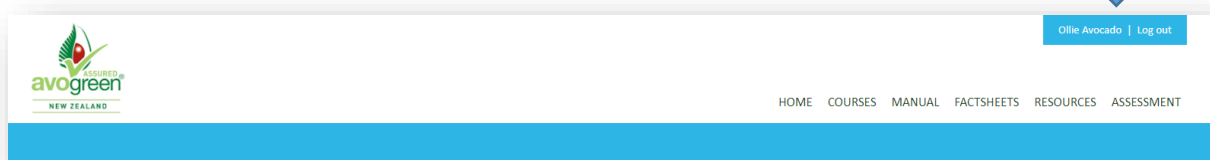
You answered 17 of 17 questions, and of these, 17 of your answers were correct (100%).
An email has been sent to you at sarah.sorensen@nzavocado.co.nz confirming your assessment pass.
[Return to your assessment details and status](#)


If you get one or more of the questions wrong or you miss answering a question, you will get the following notification and will be required to re try the assessment (up to 4 attempts).



You answered 16 of 16 questions, and of these, 14 of your answers were correct (88%).
[Return to your assessment details and status](#)

To view your learning record, click on your name in the top right hand corner of the website. If your record is not showing, click refresh.



The screenshot shows a page titled 'Your site profile'. The text on the page reads: 'You can update your site details on this page.', 'Our [privacy policy](#) is available should you need to refresh your memory about its contents.', and 'Your learning record is available for viewing or downloading: '. A blue arrow points from the right towards the document icon.

Your learning record will have the list of all the assessments that have been completed with a pass. This can be printed out and/or saved on a computer.

AVOGREEN® LEARNING RECORD




avogreen
NEW ZEALAND

This certifies that the trainee pest monitor has met the relevant requirements for the theory and pest identification as detailed below:

Trainee pest monitor:
Ollie Avocado

Endorsement: Pest protocols Fuller's rose weevil identification and monitoring	Issued: 28 Jun 2018 29 Jun 2018
---	--

T +64 7 571 6147
E avolearn@nzavocado.co.nz



New Zealand
Avocado
GROWERS ASSOCIATION

5.7 Exceeding the permitted number of attempts

If you fail the maximum number of attempts, you will receive a blocked message the next time you attempt to re-sit the assessment you have failed.

Ollie, select the assessment you wish to attempt.

Your assessment details and status

Name	Ollie Avocado
------	---------------


Select the assessment you wish to attempt:

- Structure & standards
- Setup & Admin
- Action thresholds
- Leafroller identification and monitoring
- Thrips identification and monitoring
- Scale insect identification and monitoring
- Six spotted mite identification and monitoring
- Longtailed mealybug identification and monitoring

You have read and agree to abide by the [terms and conditions](#) of this online assessment: Yes

According to our records, you have now failed the 'Six spotted mite identification and monitoring' assessment twice.

You will be able to attempt this assessment again on 6 Jul 2018.



Confirm these details

5.8 Forgotten password

If you forget your password go the *HOME* page and click [Forgot your password?](#) You will be prompted to put in your first name, last name and email address. Your password will be regenerated and sent to your email.

6 Accessing resources on the NZ Avocado industry website

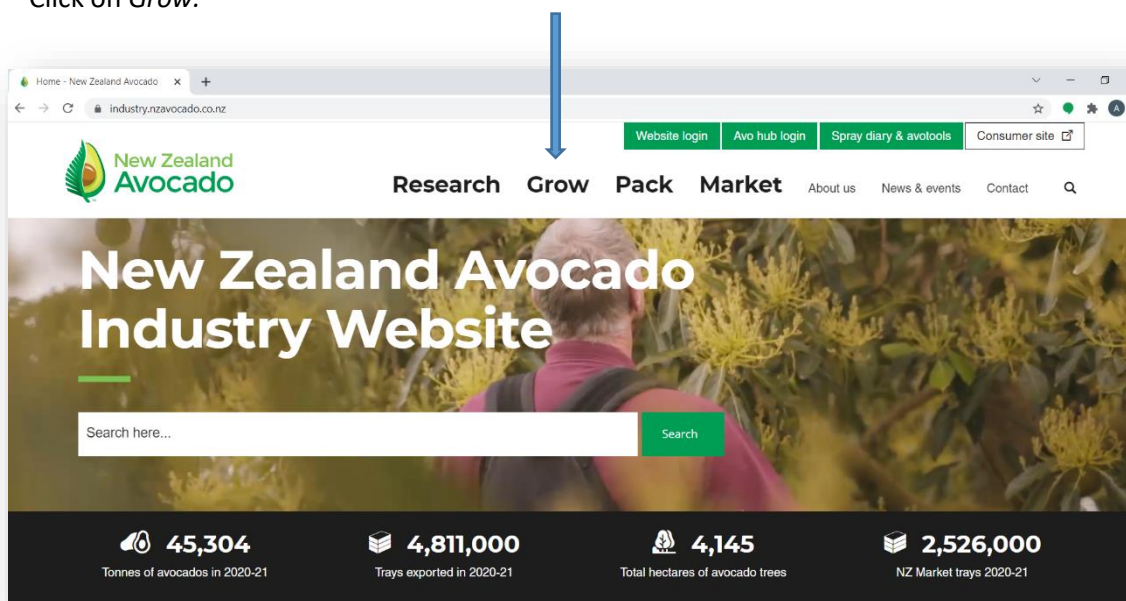
The following resources are available on the NZ Avocado industry website and do not require a login to access:

- Recording sheets
- Calculation of results to thresholds
- Avogreen monitoring template
- Avogreen monitoring schedule

6.1 Accessing resources

Go to: <https://industry.nzavocado.co.nz/>

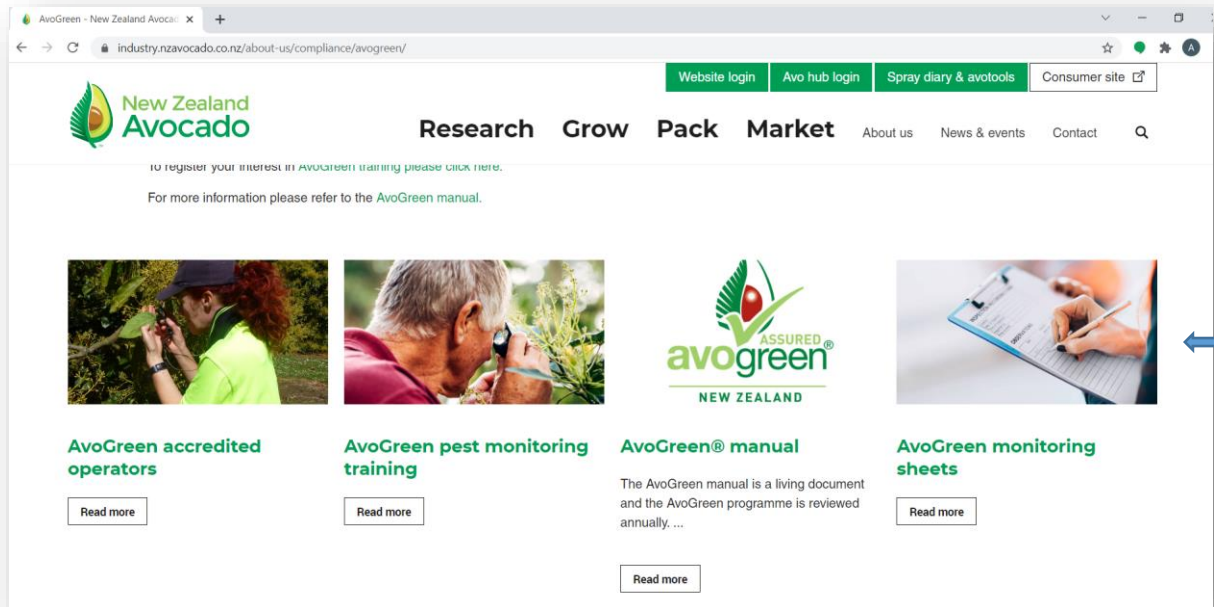
Click on *Grow*.



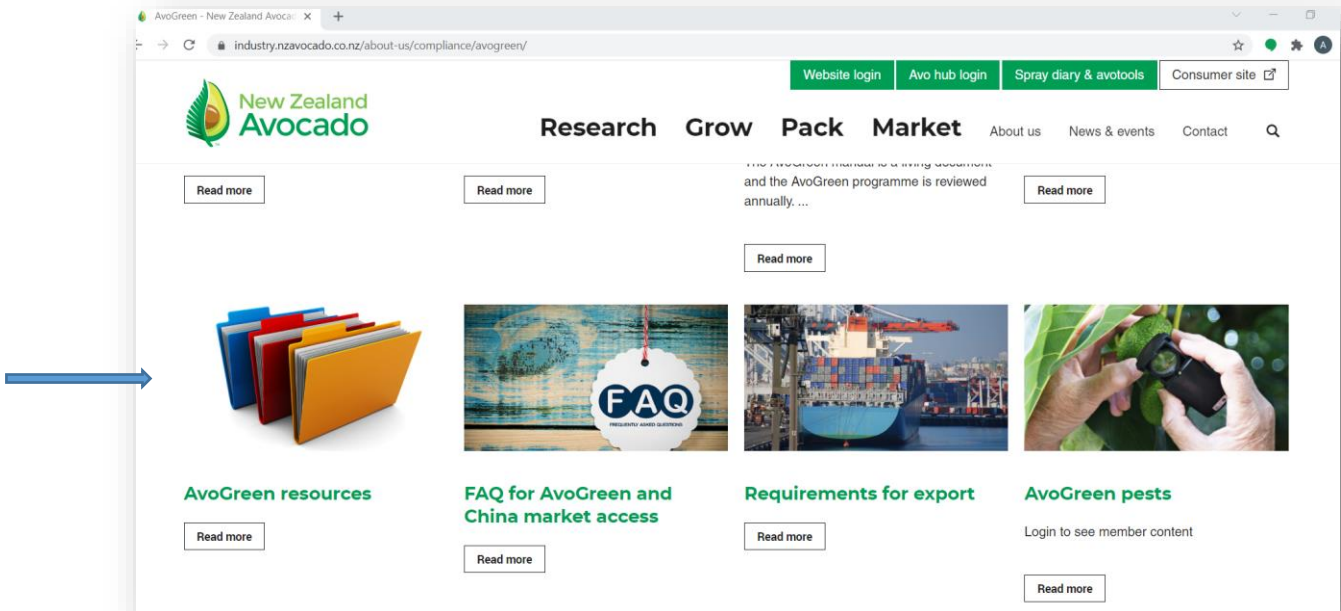
Click on the *AvoGreen* tile (scroll down to the bottom of the page).



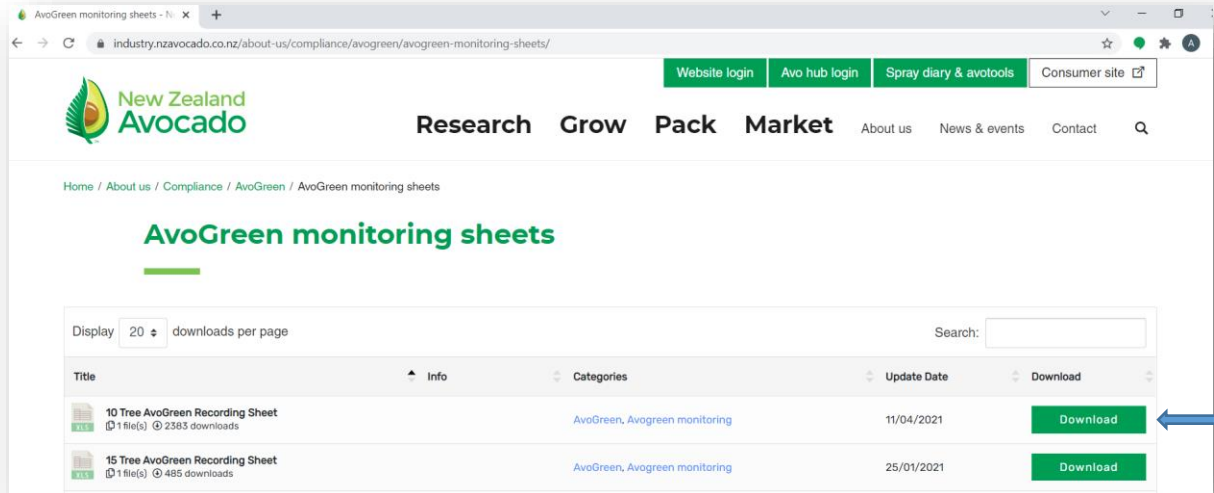
Click *Avogreen monitoring sheets* for Avogreen recording sheets.



Click *Avogreen resources* for calculation of results to thresholds resource, Avogreen monitoring template and the Avogreen monitoring schedule.





Select the **green Download** button to download the required resource.



The screenshot shows a web browser window with the URL industry.nzavocado.co.nz/about-us/compliance/avogreen/avogreen-monitoring-sheets/. The page features the New Zealand Avocado logo and navigation links for Research, Grow, Pack, and Market. Below the navigation is a breadcrumb trail: Home / About us / Compliance / Avogreen / Avogreen monitoring sheets. The main heading is "AvoGreen monitoring sheets".

At the top of the content area, there is a "Display 20 downloads per page" dropdown and a search box. Below this is a table with the following columns: Title, Info, Categories, Update Date, and Download.

Title	Info	Categories	Update Date	Download
 10 Tree Avogreen Recording Sheet <small>1 file(s) 2383 downloads</small>		Avogreen, Avogreen monitoring	11/04/2021	Download
 15 Tree Avogreen Recording Sheet <small>1 file(s) 485 downloads</small>		Avogreen, Avogreen monitoring	25/01/2021	Download

A blue arrow points to the "Download" button for the "10 Tree Avogreen Recording Sheet".