



Australian Government

Department of Education, Employment and Workplace Relations

AHCWOL307A Document a wool clip

Release: 1

AHCWOL307A Document a wool clip

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the process of documenting a wool clip to national and organisational standards and defines the standard to: obtain signatures and/or registrations that are required and include on classers report; include details of wool bales with each consignment, and send the completed classers report to the appropriate authority at the conclusion of shearing; make suggestions for improved safety, conditions and fleece quality based on classers report, observations and discussions with operators within the wool shed; prepare and maintain records as required by enterprise or legislation.
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Application of the Unit

Application of the unit	This unit is likely to be conducted without supervision from others. It includes instructing others in the use of the system, maintaining the records, and advising the owner/manager of issues where appropriate. Documenting a wool clip is normally done within routines, methods and procedures where some discretion and judgement is required in the selection of equipment and materials, organisation of work, services, actions and the achievement of outcomes within time constraints. The documentation of a wool clip contributes to the wool harvesting operation by optimising efficiency for the grower.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
1. Establish recording system and documentation	<p>1.1. The nature of documentation is selected according to the culture and facilities of the wool shed.</p> <p>1.2. Guidelines for the use of the recording system are established, including the type, frequency and format of recording.</p> <p>1.3. Those who are to use the recording system are clearly informed of their obligations and any specific instructions that are necessary.</p> <p>1.4. Checks are made regularly to ensure that documentation is accurately completed and updated at the proper times.</p>
2. Complete records for wool classing	<p>2.1. Documents and records required by the organisation and the market are completed clearly and accurately.</p> <p>2.2. The wool clip specification is completed prior to consignment, to ensure that the correct lotting advice is provided to the selling broker or buyer.</p> <p>2.3. Any additional notes or advice necessary on the documents are made clearly and accurately.</p> <p>2.4. All signatures and/or registrations that are required are obtained and included on documentation.</p> <p>2.5. Wages statements for contractors are prepared according to the agreements reached in employment conditions.</p>
3. Provide information and advice to the woolgrower	<p>3.1. Suggestions for improved safety, conditions and fleece quality are derived from observations, smoothness of workflow, and discussions with operators within the wool shed.</p> <p>3.2. The wool clips specification is communicated to the appropriate authority at shed cutout.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- develop the recording system for wool clips and bales
- communicate recording requirements clearly to wool classers and pressers

REQUIRED SKILLS AND KNOWLEDGE

- observe the work and identify area of the work or the facilities that could be improved
- prepare and maintain records as required by enterprise or legislation
- observe, identify and react appropriately to Occupational Health and Safety (OHS) hazards
- use oral communication skills/language competence to fulfil the job role as specified by the organisation, including questioning techniques, active listening, clarifying information and consulting with supervisors as required
- use interpersonal skills to work with and relate to people from a range of cultural, social and religious backgrounds and with a range of physical and mental abilities.

Required knowledge

- quality assurance schemes used in the organisation and in the industry, and their documentation requirements
- correct clip specification
- employment conditions and agreements for a range of workers
- relevant national codes of practice for the industry.

Evidence Guide

EVIDENCE GUIDE	
The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge and include achievement of the following:</p> <ul style="list-style-type: none"> • ensure that all relevant details are recorded accurately and clearly in a timely manner • communicate recording procedures and requirements clearly to wool presser • obtain signatures and/or registrations that are required and include on classers report • include details of wool bales with each consignment, and send the completed classers report to the appropriate authority at the conclusion of shearing • make suggestions for improved safety, conditions and fleece quality based on classers report, observations and discussions with operators within the wool shed • prepare and maintain records as required by enterprise or legislation.
Context of and specific resources for assessment	Competency requires the application of work practices under work conditions. Selection and use of resources for some worksites may differ due to the regional or enterprise circumstances.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole.	
Wool clip documentation may include:	<ul style="list-style-type: none"> • advice notes • waybills

RANGE STATEMENT

	<ul style="list-style-type: none">• classers specification• wool clip specification and/or wool classer's wages statement.
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Unit Sector(s)

Unit sector	Wool
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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