

SECTION 1

NATIONAL COMPETENCY STANDARDS

ASSESSMENT GUIDELINES

QUALIFICATIONS

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PART 1

INTRODUCTION

The Agriculture Training Package is based on:

1. New and revised national competency standards for the Agriculture Industry.
2. The national Agriculture and Horticulture Assessment Policy guidelines that were endorsed by the industry in 1997. These guidelines have been modified for the purpose of this endorsed component in accordance with the Draft Australian Recognition Framework paper.
3. The national qualifications for the industry, which reflect the Australian Qualifications Framework (AQF) levels and titles, including references in the titles to sectors within the Agriculture Industry.

Endorsed components of the Training Package

National Competency Standards

The current package is the result of a total review and enhancement of all the units, evidence guides and assessment information for the Agriculture Industry competency standards. New requirements for evidence guides have been incorporated and provided in two parts for each unit: an Evidence Guide and an Assessment Guide. The sectors for which competency standards have been developed for this Training Package are listed in Part 2, Coverage.

Assessment Guidelines

The Industry's Assessment Guidelines describe the industry-wide approach to assessment, the industry requirements for the qualifications of assessors, and Guidelines for development of assessment material. (See Part 3: Assessment Guidelines)

National Qualifications

National qualifications in Agriculture (see Part 4) will range from Certificate I to Advanced Diploma in general, sector specific or specialist qualifications. Units of competency which will form these qualifications are a combination of industry core, sector specialisation, and options that are relevant to the individual enterprise. In this way maximum flexibility has been maintained. The packaging also allows for the qualifications to be useful nationally regardless of region, and caters for the varying nature of agricultural requirements on large and small properties. This approach also enables the New Apprenticeships at the entry levels of the industry to be relevant to individual employers and employees, and to form a broad foundation of training for the industry as a whole.

Non-endorsed components of the Training Package

The learning materials being developed as part of the Training Package will include Learning Guides, Industry Training Prospectuses, Training Guides and Competency Portfolios/Record Books.

PART 2

COMPETENCY STANDARDS

1 COVERAGE

The Agriculture industry has packaged its competency standards in industry sectors. The sectors covered in this Training Package are:

<u>Revised Standards</u>	<u>Newly</u>	<u>Developed</u>
<u>Standards</u>		
Beef Cattle Production		Cotton Production
Dairy -Milking Harvesting		Goat Production
Dairy - Production		Horse Breeding
*Farm Chemical Users		Rural Merchandising
Grain Production		
Pig Production		
Poultry Production		
Rural Business Management		
Sheep/Wool Production		
Sugar Cane Production		
Wool Harvesting		

(* **note:** Farm Chemical Users - this is not a separate industry sector but these standards are incorporated into every sector).

The industry sectors covered by this Training Package largely reflect the extent of the sectors of the Agriculture Industry. The industry also includes some areas yet to be covered by competency standards. These are:

- Agricultural explosives
- Camelids (Saurine)
- Deer/Elk etc (Cervine)
- Emus/Ostriches (Other Avian Species)
- Vertebrate Pest Management
- Biological Control Field Operators

It is anticipated that these areas will be developed in the near future, and that further sectors will be added as new specialisations emerge.

Although the standards have been grouped under sector or other specialisation to ensure industry sector ownership, all units are available for national qualifications to meet employment or other needs. Units may also be added to or from the Horticulture Training Package.

2 **CUSTOMISATION OF COMPETENCY STANDARDS**

The Agriculture Industry has maximised the use of common units and has therefore relied less on the need to customise generic units for incorporation within sectors.

The following guideline illustrates the principle on which customisation may be based:

- Units that are mandatory or ‘core’ for the Industry are not to be customised.
- Customisation is appropriate where changes to a unit are made **only** in the Range of Variables. This may be in the form of additions to provide for differing contextual needs, or different terminology for use in a region. No changes are permitted to the unit title, elements, performance criteria, evidence or assessment guides because such changes would alter the nature of the unit.
- Proposals for Customisation are to be referred to the RTCA in order to maintain quality and consistency in the industry’s customisation practice.

3 **INCORPORATION OF OTHER STANDARDS IN THE AGRICULTURE INDUSTRY**

The following have been adapted to suit the Agriculture sectors:

- Both the Competency Standards for Assessment and the Workplace Trainer Category 1 standards have been incorporated in sector standards (adaptations made only to Ranges and Evidence Guides)
- Five units from the draft Stock and Station Agency standards (from the Property Services ITAB) and eleven units from the Frontline Management cross-industry competency standards have been incorporated in the Rural Merchandising standards;
- Fifteen units from the Metals and Engineering competency standards have been incorporated into the Dairy Industry - Milk Harvesting standards. These were then enhanced with RTCA’s formatting style. (The elements and performance criteria were only modified on advice from the Metals and Engineering ITAB.)
- The Restricted Electrical Licensing Unit MMT 12 ‘Connect/Disconnect fixed wire equipment (up to 650 volts)’ was incorporated in the Dairy Industry - Milk Harvesting standards.

Where relevant, mapping to, and incorporation of other standards is documented in the introductory information of the standards documentation for each sector.

4 LICENSING

Licensing in the Agriculture Industry is relevant to a number of competency standards.

The following licensing areas need to be taken into consideration:

- purchase of farm chemicals
- machinery and equipment operation
- poisoning
- soil disturbance and conservation
- water allocations
- electrical (restricted)
- natural bush clearing
- effluent (eg. from piggeries)
- shooting
- planning issues (zoning)
- irrigation
- underground water
- agricultural explosives
- fire

PART 3

ASSESSMENT GUIDELINES

1 INTRODUCTION

As early as 1994 the Rural industry considered the issue of competency based assessment by establishing a national policy and administrative procedures for the introduction of an assessment system in each State and Territory. The policy and structures for competency based assessment were tested during a series of industry pilots from 1995 - 1996 and the draft policy was widely circulated to interested parties including State Training Agencies for comment. The national industry policy statement on assessment was subsequently published: *Workplace Assessment in the Agriculture, Production & Amenity Horticultural Industries - Policy and Administration manual*; Rural Training Council of Australia; February 1997.

This policy document is the definitive statement on workplace assessment for the industry. The policy is subject to periodic review by the RTCA in conjunction with State/Territory Rural ITABs to keep abreast of developing practices and implementation issues.

To comply with National Training Framework Committee (NTFC) guidelines, the way in which this policy is reflected in the standards has been modified.

In addition to the policy, RTCA has established guidelines for the incorporation of assessment criteria in the evidence guide of each unit of competency.

Assessments against the competencies in the Training Package will be carried out in accordance with these endorsed guidelines. The guidelines include the necessary qualifications for those conducting assessments and provide for those situations where more than one person may contribute to the assessment and where the required technical and assessment competencies may not all be held by any one person.

2 ASSESSMENT SYSTEM OVERVIEW

Benchmarks for assessment

Competency-based assessment is a process that measures an individual's skills and knowledge (competency) as defined in the national industry competency standards, and provides for formal recognition.

The benefits of competency-based assessment are as follows:

- assessment is based on credible evaluation against industry competency standards as they apply in the workplace,
- assessment is undertaken by qualified assessors.
- assessee receive recognition and credit into training programs which will reduce time off-the-job, and
- workplace assessment complements, but may be independent of, programs delivered by educational institutions.

The benchmarks for assessment are the units of competency described in the National Training Package for Agriculture

An Assessment Guide, designed to support the assessment process, is a mandatory component of each unit of competency and RTCA has established guidelines for the development of those criteria that support the national policy

The assessment criteria in the Assessment Guides endeavour to avoid being so prescriptive that they complicate the process, while maintaining sufficient control to ensure consistency and reliability.

In addition, special assessment requirements may be indicated where licensing is an issue and this information is included in the Assessment Guides of the units of competency. For example, the Farm Chemical competencies stipulate that trainers and assessors must be approved by the Farmcare Board due to chemical licensing requirements.

Role of Registered Training Organisations

The Registered Training Organisation is registered by the State or Territory Training Authority to provide a range of training services associated with the delivery of training packages.

All assessment for national recognition purposes must be undertaken by, or auspiced through, a Registered Training Organisation.

Auspicings is a process through which a Registered Training Organisation authorises assessment to be carried out by industry or enterprises. Auspicings adds options to the manner in which industry may be engaged by Registered Training Organisations to assist in conducting assessment without lessening RTO responsibility.

The Registered Training Organisation must ensure that assessment is undertaken in accordance with:

- general principles of assessment
- specific requirements of the individual training package, and
- specified requirements of each Unit of Competence

and that:

- results are recorded, reported and securely maintained, and
- qualifications are issued and can be re-issued if necessary.

While competence must generally be demonstrated in the workplace, the Registered Training Organisation should offer a range of options for candidates wishing to demonstrate competence. This may include the use of such venues as:

- candidate's own workplace
- work placement sites
- New Apprentice's workplace
- simulated work conditions
- live work activities.

The RTO must ensure its assessors are qualified to plan, conduct and review assessment.

Assessment Pathways

National qualifications or Statements of Attainment awarded under the Australian Qualifications Framework are issued on the basis of successful completion of units of competency.

The Agriculture Industry is emphatic that trainees require workplace experience to develop the necessary competency. The context for assessment of competency is specified within each unit of competency.

The industry recognises multiple pathways to certification comprising:

- workplace experience
- life experience
- informal learning
- formal learning both on and off-the-job

The industry-recommended processes for the operation of an assessment (incorporating RPL and RCC) system provide for:

- the integration of skills, knowledge, attitudes and their practical application and demonstration
- the recognition of competency no matter how acquired
- consistent and accurate information about an individual's competency
- feedback to an individual about their skills and knowledge
- a method for individuals to be given fair recognition for the skills and knowledge they possess
- a base from which further learning or skills acquisition may be undertaken

- information which contributes to the improvement of individual skill levels, and therefore to the skill levels of the industry as a whole

Assessment pathways that would **not** be acceptable include situations where:

- **national competency standards are not used as the basis for assessment**
- **on-job activities/experience/assessment are not taken into account**

3 ASSESSMENT REQUIREMENTS

Assessment requirements will be monitored through the ARF registration of training organisations when they demonstrate that they meet the criteria for assessment set out in the Training Package.

The Agriculture Industry Training Package comprises more than 500 units of competency, most of which have extensive ranges to accommodate mixed farming enterprises and regional variations. These industry requirements highlight the imperatives of consistency and confidence in the assessment process. Special measures are needed to ensure that assessment is carried out in the full agricultural context, particularly in the case of isolated workplaces when assessment has to take place in keeping with the agricultural cycle.

Graded Assessment

Assessment of competency is not to be graded in the Agriculture Industry.

Assessor Qualifications

Assessments against the competencies in the Training Package will be carried out in accordance with these endorsed guidelines. The guidelines include the necessary qualifications for those conducting assessments and provide for those situations where more than one person may contribute to the assessment and where the required technical and assessment competencies may not all be held by any one person.

- Assessors must be qualified against the Competency Standards for Assessors (as a minimum, the unit 'Conduct Assessment in Accordance with an Established Assessment Procedure' and the unit 'Plan and Review Assessment').
- Only qualified assessors engaged or auspiced by a Registered Training Organisation are able to assess a person against units of competency.
- Under certain circumstances special endorsement of an assessor may be required due to licensing requirements eg. Farm Chemicals, OHS, First Aid Certificates.
- To alert assessors to possible situations where they may require special endorsement according to State and other legislation, Units of Competency refer to 'Authorised Registered Training Organisations'

Role of the Assessor

Qualified assessors must ensure assessment is:

- Reliable
- Flexible
- Fair
- Valid
- Authentic.

To be **reliable**, the assessment methods and procedures must ensure that competency standards are applied consistently.

To be **flexible**, assessment should be able to take place on-the-job, off-the-job, or in combinations of both and in accordance with the 'Assessment Guide' incorporated within each unit of competency.

To be **fair**, the assessment must not advantage or disadvantage any particular group of candidates.

To be **valid**, assessment must assess what it claims to assess, so sufficient evidence must be collected from authentic sources and locations.

To be **authentic**, there must be proof that the person being assessed and who is providing the evidence, is the person who will be credited with the competency.

Assessment covers the full scope of competencies, namely

- | | |
|---|---|
| • Task skills | - performance of individual tasks |
| • Task management skills
job | - managing a number of different tasks within the |
| • Task contingency skills
of | - responding to problems, breakdowns and changes
routine |
| • Task/job/role environment skills
expectations of the | - dealing with the responsibilities and
workplace |

Individual Assessment

Assessment may be carried out by an individual as follows:

- **Qualified Assessor who is a Technical Expert**
A professional assessor who is also expert in the field of competency is qualified to undertake assessment.
- **Technical Expert who is a Qualified Assessor**
An expert in the field of competency who has in addition qualifications as an assessor can conduct the assessment.

The Power of Auspicing

The Registered Training Organisation and the assessor may use the concept of auspicing to expand their ability to undertake the assessment role.

Instances will exist in which the individual assessor may not hold the full range of technical skills needed to authenticate assessment. Similarly, instances will exist in which a candidate must be assessed at a remote site or at an inconvenient time.

In these cases, partnerships and assessment teams can be used to ensure the standard of assessment is upheld.

However: **No assessment can be reliable and valid if it has not involved:**

- **the active participation of a person with proven skills at least at the level and in the field of the competency being assessed, and**
- **a qualified assessor**

Below are listed some examples of partnerships and teams that could undertake assessment.

Assessor/Technical Expert Partnership

A qualified assessor and expert in the field of competence may combine, either on a single site or on separate sites, to conduct assessment of a candidate under defined and agreed arrangements.

Assessor/Supervisor Partnership

A qualified assessor and the supervisor, who holds relevant skills at least up to the level being assessed, can combine on one site or at separate sites to conduct an assessment under defined and agreed arrangements.

Assessor/Technical Expert/Supervisor Team

A qualified assessor, a technical expert and a supervisor can combine in a team to ensure assessment is conducted and validated under defined and agreed arrangements.

In the last example, the supervisor ensures the authenticity, the expert the validity, the assessor the fairness; while all combine to create flexibility and guarantee reliability.

4 GUIDELINES FOR DESIGNING ASSESSMENT MATERIALS

Assessment Tools will be contained in the Trainer's Guides section of the non-endorsed component of Training Packages. Learning Guides developed for the Training Package will contain a copy of the relevant competency standard.

Components of assessment materials

The following components will be included in the Assessment Tools:

1. plain English explanation of the objectives of Training Packages and competency standards
2. explanation of AQF levels in specific relation to competency based assessment
3. explanation of workplace assessor aims, responsibilities and links with Registered Training Organisations
4. information for the assessor about the scope of assessment and the conditions and procedures for preparing, conducting and reviewing the assessment
5. “simple to follow” directions outlining the requirements and conditions for conducting assessment against the unit of competency
6. provision for self-evaluation for assesseees as a means of preparation for formal assessment. Cost considerations, the length of the agricultural cycle and dispersion of assesseees have resulted in self-evaluation being an important component of the assessment / RPL system for the Rural Industry. Such self evaluation against units of competency, supported by documentary evidence from past or present employers and from other sources, eg. Department of Primary Industry/Department of Agriculture agronomists, when presented to an Assessment Panel can provide a cost-effective way of reducing the level of on-the-ground assessment. This panel system has been extensively trialed in 1995-96

Collecting evidence

- The ‘Assessment Guide’ in each unit of competency and Assessment Tools will provide a methodology for gathering evidence.
- A variety of assessment methods should be used in the process of establishing competency to ensure assessment is not narrowly based on tasks but embraces all aspects of work performance in an holistic, integrated approach (see - Section 5 ‘Guidelines for Conducting Assessment’).
- Evidence gathering methods are to be appropriate to the context, the assessee and the assessor.
- Assessors will be expected to ensure the scope of assessment covers a broad range (as defined in the Range of Variables) of equipment, facilities, livestock and working conditions appropriate to a viable, functioning enterprise which is typical of the region in which the assessment takes place.
- Because of the cyclical nature of the Agriculture Industry the assessment process should allow for the collection of evidence over an extended period.
- A combination of timeframes can be used with some evidence being collected over time and some being completed with a short term interaction between an assessor and the assessee.

- The unit of competency being assessed must be performed consistently and not in the form of a one-off test.
- Employers, learners and assessors will each need to have access to the industry competency standards as well as assessment materials and self evaluation guides as appropriate.

5 GUIDELINES FOR CONDUCTING ASSESSMENT

Process for conducting assessment within institution and workplace contexts

The processes for conducting assessment are detailed in the 'Assessment Guide' for each unit of competency and are supplemented by the assessment materials described in Section 4 above.

Principles of Assessment

There are a number of assessment principles that have been adopted 'in principle' by the Ministers of Vocational Education and Training and underpin all assessment within Training Packages. These are:

- 1 Endorsed industry standards form the basis of qualifications in the vocational education and training sector;
- 2 Endorsed industry standards are the benchmarks for assessment;
- 3 Assessment conducted for the purposes of national recognition should lead to a part or full qualification under the Australian Qualifications Framework;
- 4 Assessment should be undertaken by, or auspiced through, a Registered Training Organisation;
- 5 Assessment for national recognition purposes shall be conducted within a quality assurance framework;
- 6 Responsibility for assessment resides with the body that issues the qualification under the Australian Qualifications Framework;
- 7 Assessment processes shall be valid, reliable, flexible and fair;
- 8 Assessment systems must incorporate mechanisms for recording, storing and accessing assessment outcomes;
- 9 Assessment reporting systems should indicate the units of competency that the individual has attained;
- 10 Assessment systems should incorporate ongoing monitoring and review processes, and
- 11 Assessment processes shall provide for the recognition of current competencies regardless of where these have been acquired.

In the agriculture and horticulture industries the national policy on workplace assessment outlines that summative assessment is essentially a process of evaluation of presented evidence.

The type and scope of evidence is outlined for each unit of competency. Examples of evidence can include:

- work reports;
- signed statements of practical experience undertaken;
- references and testimonials;
- training programs attended (statements of completion);
- industry certificates or citations;

- video and audio tapes used or produced;
- photographs or videos of workmanship;
- written reports completed;
- details of projects undertaken; and/or
- self evaluation, supported by documentary evidence.

Providers who conduct training programs will generally be assessing learner progress on a formative basis and have access to a full range of assessment options. These can include such methods as:

- exams and challenge tests;
- assignments;
- practicals, observations and demonstrations;
- checklists of skills and knowledge;
- case studies analysis and reports; and/or
- role plays.

Assessment situations will vary depending on the skill to be assessed and could include:

- Practical demonstration by the individual assessee in the workplace
- Assignments for assessment and feedback by mail
- A number of learners at one central location

Off-the-job Assessment

- Assessee must apply knowledge and skills in a workplace setting, not singularly on satisfactory achievement or a written or practical tests.
- To indicate that a person is competent by definition means that they have satisfied all the performance criteria of a designated unit of competency.

On-the-job Assessment

- On-the-job assessment is to be carried out in accordance with these Guidelines and the Assessment Guide in each unit of competency.

Integrating On and Off-the-job Assessment or Training

The link between on and off-job training and assessment is structured within the Agriculture Industry. On-job training and assessment are linked as learning occurs in

the workplace and is recorded for the purposes of evidence towards subsequent assessment. An employer who is providing on-job training will not necessarily be a registered assessor, but will need to understand the links between the training being provided and the ongoing assessment that is part of the same activity and that will subsequently feed into the formal assessment system. The structured integration of on and off-the-job training is also crucial to ensure holistic competency outcomes that can be assessed against the units of competency.

As the on-job training and assistance in assessment is usually performed by an industry person, the integration of on and off-the-job training and assessment can be viewed as a partnership between training providers and industry. Close cooperation is required to determine the division of responsibility and contribution.

6 APPEAL AND REASSESSMENT PROCESS

The industry recommends that the process to be followed by Registered Training Organisations and the State/Territory Training Authorities who are responsible for the appeal process should take account of any licencing requirements and follow the process as detailed below.

If the assessee is dissatisfied with the assessment received, they can request a second assessment. Such a request is to be made within seven days following receipt of the assessment result and sent to the Registered Training Organisation responsible for the assessment.

The appeal, will be directed to the Registered Training Organisation. After checking the validity of the appeal, the Registered Training Organisation will:

- convene an appeal panel.
- advise the assessee and assessor of the date, time and location of the appeal hearing and invite the assessee to provide any additional evidence they may wish to present in support of the appeal.
- advise appellant of the result of the hearing as quickly as possible – the appeal will either be dismissed, upheld and competency confirmed or subject to re-assessment.

In the event that the appellant is still dissatisfied with the appeal outcome, or if no response to their initial appeal has been received, the appellant should register an appeal with the relevant State or Territory Training Authority.

In all cases the appeals process will be:

- formal and impartial
- clearly defined and explained to the assessee
- known to assessors and assesseees before assessment takes place.

7 SOURCES OF INFORMATION ON ASSESSMENT

1. *Organisations*

National Industry Training Advisory Body

Rural Training Council of Australia
PO Box E10
KINGSTON ACT 2604
e-mail rtcaexof@enternet.com.au
Executive Officer – Ian McFarlane

Telephone: 02 6273 2514
fax: 02 6273 4811

State/Territory ITABs

Rural Industries Training Advisory Board (Northern Territory)
GPO Box 4584
DARWIN NT 0801
e-mail: ntrural@ais.net.au
Executive Officer: Brian Munro

Telephone: 08 8981 0066
fax: 08 8981 0060

Queensland Rural Industry Training Council Inc.
GPO Box 3128
SOUTH BRISBANE QLD 4101
e-mail: qritc@powerup.com.au
Executive Officer: David Moore

Telephone: 07 3844 7284
fax: 07 3844 7260

Primary Industry Training Advisory Board - NSW
Level 8 1 Bligh Street
SYDNEY NSW 2000
E-mail: nswpitab@ozemail.com.au
Executive Officer: Paul Comyn

Telephone: 02 9251 1700
fax: 02 9231 5249

Primary Skills Victoria
PO Box 3067
NORTH BURNLEY VIC 3121
E-mail: vpitb@vicnet.net.au
Executive Officer: David Nelson

Telephone: 03 9428 9811
fax: 03 9428 9931
Web site: <http://home.vicnet.net.au/~vpitb>

Tasmanian Rural Industry Training Board Inc.
PO Box 193
LAUNCESTON TAS 7250
E-mail: tritb@vision.net.au
Executive Officer: S R (Zich) Zichy-Woinarski

Telephone: 03 6331 2131
fax: 03 6331 4344

Agriculture & Horticulture Training Council of South Australia Inc.
Unit 9
9-13 Market Street
ADELAIDE SA 5001
E-mail: ahtcsa@mail.enternet.com.au
Executive Officer: Garth Polkinghorne

Telephone: 08 8212 8822
fax: 08 8212 8266

Western Australia Primary Industries Training Council
PO Box 157
FORRESTFIELD WA 6058
E-mail: wapitc@mail.enternet.com.au
Executive Officer: Elizabeth Cheong

Telephone: 08 9359 4000
fax: 08 9359 4007

Other information sources

The Australian Veterinary Association Ltd
134-136 Hampden Road
ARTARMON NSW 2064
Telephone: 02 9411 2733
Fax: 02 9411 5089

The Veterinary Nurses Council of Australia
PO Box 2233
NORTH RINGWOOD VIC 3134
Telephone/Fax: 03 9876 2133

Australian National Training Authority (ANTA)
AMP Place 10 Eagle St
BRISBANE QLD 4001
Telephone: 07 3426 2300
fax: 07 3246 2490

Assessor Training

National Assessor and Workplace Trainers Body
PO Box 2164
Clovelly NSW 2031
Telephone: 02 9665 0549
fax: 02 9664 2305

TRAINING PRODUCTS

Rural Training Council of Australia Inc.
PO Box E10
KINGSTON ACT 2604
Telephone: 02 6273 2514
fax: 02 6273 4811
e-mail rtcaexof@enternet.com.au

Australian Training Products Ltd (ATP)
Level 5 321 Exhibition St Melbourne VIC 3000
GPO Box 5347BB Melbourne VIC 3001
Telephone: 03 9630 9836 or 03 9630 9837
fax: 03 9639 4684

2. Resources

National Policy for Workplace Assessment in the Agricultural, Production and Amenity Horticultural Industries; Rural Training Council of Australia; Canberra 1997

Competency Standards for Assessment; ANTA / National Assessors and Workplace Trainers Body; ANTA 1995

A guide to the Competency Standards for Assessment; ANTA / National Assessors and Workplace Trainers Body; ANTA 1997

Assessment Technical Manual; Hagar, Paul; Athanasou, James; Gonezi, Andrew; DEETYA; Australian Government Publishing Service; Canberra 1994

Assessment Practical Guide; Rumsey, David; DEETYA; Australian Government Publishing Service; Canberra 1994

Assessment System Design; Toop, Leigh; Gibb, Jennifer; Worsnop, Percy; DEETYA; Australian Government Publishing Service; Canberra 1994

Objectives for Instruction and Evaluation; Kibler R J; Allyn & Bacon

National Competency Standards; Rural Training Council of Australia; contact 02 6273 2514 for complete list

National Assessment Materials; Rural Training Council of Australia; contact 02 6273 2514 (under development)

Guidelines for the Development of National Industry Competency Standards in the Agriculture, Horticulture and Related Industries; Rural Training Council of Australia; contact 02 6273 2514

Train to Gain; vide/ workbook package and learning guide - Category 1 Workplace Trainer; RTCA; 1997

Train to Gain; video and workbook package - Workplace Assessor; RTCA (under development)

Registered Training Providers of Assessment and Workplace Training - contact list; National Assessors and Workplace Trainers Body; contact 02 9665 0549

7 **GLOSSARY**

Appeal

An integral process of the assessment system which allows a person who has been assessed to dispute an assessment result and to have an opportunity for further assessment.

Assessment

The process of gathering evidence about competency and making a judgement about whether or not competency has been achieved.

Assessment context

The environment in which the assessment will be carried out. This will include physical and operational factors, the assessment system within which assessment is carried out, opportunities for gathering evidence in a number of situations, the purpose of the assessment, who carries out the assessment and the period of time during which assessment takes place.

Assessment Guide

A part of the 'evidence guide' for each unit of competency which is designed to support the assessment process.

Assessment Guidelines

An endorsed component of the Training Packages which sets out mechanisms within an industry for valid, reliable and flexible assessment of competency against national standards. In the Rural Industry this national policy underpins the assessment guidelines.

Assessment records

The results of assessment can be the basis for issuing of certificates and qualifications as well as being valuable employment and skills records. Record keeping systems are established as part of the assessment system and must comply with organisational procedures and national and legislative requirements.

Assessment system

A structured process developed to ensure that assessment decisions made across a range of individuals, assessors and situations are consistent, fair and valid. There must be guidelines for its operation, competent assessors and appropriate records (refer National Policy and Administrative Guidelines in the Rural Industry). An assessment system needs regular review to ensure its currency and relevance.

Assessment materials

Mechanisms for gathering evidence. This can include direct questioning, direct observation of performance, skill tests, simulations, written tests, examination of finished products, reports from peers and supervisors. A variety of assessment methods should be used in the process of establishing competency.

Assessor

A person trained and recognised as being competent in terms of the Competency Standards for Assessment and who carries out assessment against competency standards. An assessor will be competent in the subject area being assessed or work with a subject expert.

Auspicing arrangements

Formal arrangements which enable Registered Training Organisations to provide recognition for the outcomes of assessments conducted by non-registered organisations. Such agreements

specify the minimum quality assurance measures that must be met to ensure that the assessment outcome will be recognised by the Registered Training Organisation.

Cost effectiveness

While the assessment process needs to be a rigorous one, it must also be realistic in terms of cost. The gathering of evidence has distinct implications in terms of cost and it is the assessor's skill and an appropriate assessment system which must balance the collection of sufficient evidence with the cost in terms of, for example, time and potential disruption to work.

Evidence

Information gathered through the use of a variety of assessment tools which will provide proof from which the assessor can make a judgement about competency. In most cases evidence is gathered from more than one source, in more than one situation and can have many forms. Direct evidence is observation of performance. Indirect evidence can include evaluation of products or services, simulations or skills tests, questioning or reports from others.

Evidence Guide

Part of a unit of competency standard which sets out the range of information required to establish competency in the assessment process (see also Assessment Guide).

Fairness

A fair assessment will not disadvantage any person and will take into account special needs of the candidate. A genuine consultative approach to assessment and ensuring that the candidate understands the purpose of the assessment can help to establish fairness as can feedback and provision of opportunities for further training and practice. The assessment process must be fully understood, accessible and accepted.

Flexibility

Flexibility in assessment allows for assessment both on or off-the-job and at mutually convenient times and situations and provide for the recognition of competencies no matter how, where or when they have been acquired.

Integrated (holistic) assessment

An approach to assessment that covers multiple elements and / or units from relevant competency standards. The integrated approach attempts to combine knowledge, understanding, problem solving, technical skills, attitudes and ethics into assessment events.

Reliability

Refers to the consistency of the interpretation of evidence and the assessment outcome. To make reliable assessments assessors must be competent in terms of the assessor competency standards, have the relevant technical competencies or have access to a subject matter expert who can advise the assessor on the relevant vocational competencies at least to the level being assessed.

Self Evaluation (Assessment)

A process which allows a candidate to collect and provide evidence of their own performance against units of competency. This can be done with a competency record book or other record keeping mechanism which is verified by an assessor through observation and questioning and from the testimony of others (peers / supervisor).

Validity

A valid assessment assesses what it claims to assess - evidence collected is relevant to the unit of competency and demonstrates that the performance criteria have been met.

PART 4**QUALIFICATIONS****1 INTRODUCTION**

The Agricultural Industry has packaged its competency standards into industry levels that align to the Australian Qualifications Framework (AQF). The qualifications and their titles reflect six levels of the AQF from Certificate 1 to Advanced Diploma. The qualifications are for the achievement of packages of units of competency derived from the competency standards.

2 TITLING

The national qualifications and AQF Levels are as follows:

<u>National Qualification</u>	<u>AQF</u>
<u>Level</u>	
Certificate I in Agriculture (sector name where applicable)	1
Certificate II in Agriculture “ “	2
Certificate III in Agriculture “ “	3
Certificate IV in Agriculture “ “	4
Diploma in Agriculture “ “	5
Advanced Diploma in Agriculture “ “	6
 Certificate II in Agriculture (Wool Handling)	 2
Certificate II in Agriculture (Shearing)	2
Certificate III in Agriculture (Clip Preparation)	3
Certificate IV in Agriculture (Wool Classing)	4
 Certificate II in Agriculture (Cane Cultivation)	 2
Certificate III in Agriculture (Cane Cultivation)	3
Certificate II in Agriculture (Cane Haulage)	2
Certificate III in Agriculture (Cane Haulage)	3
Certificate II in Agriculture (Cane Harvesting)	2
Certificate III in Agriculture (Cane Harvesting)	3
Certificate IV in Agriculture (Cane Harvesting)	4

The Agriculture qualifications reflect the Industry and the sector or specialisation to which they apply, as in the following examples:

For a General (Cross Sector) qualification - Certificate II in Agriculture

For a Sector qualification - Certificate III in Agriculture (Beef Cattle)

For a Specialised qualification - Certificate II in Agriculture (Shearing)

3 **PACKAGING UNITS OF COMPETENCY**

The table 'Gaining an AQF Qualification' (page 23) sets out the packaging for a qualification. The packaging system uses a point system to derive the appropriate number and mix of units to meet the requirements for a qualification. Specific details of packaging for this industry sector are shown in Section 2 of this document.

Because of the range of farming activities applicable to enterprises, and also due to the large number of part-time or contracted workers in the industry, the units of competency are designed to be packaged for a sector qualification by adding additional units from other sectors, or by combining units from various sectors into a general Certificate in Agriculture. The purpose of cross-sectoral aggregation of units is to ensure maximum flexibility in structuring qualifications. The requirements for qualifications are therefore formed around basic requirements but leave a range of optional units open to selection from the full range of Agriculture and Horticulture standards. This selection can be made by individual employers in conjunction with employees/trainees so that maximum usefulness and applicability in a wide range of circumstances is achieved.

Where cross-sector or other industry competency standards are incorporated into industry packages, they do not necessarily become absorbed into packages at the same AQF levels as they may have been used within the parent industry or within indicative packaging provided by cross-industry competency standards bodies. Queries related to the appropriate level are to be referred to the relevant Industry bodies through RTCA.

The Agriculture Industry packaging of units includes core, specialisations, options or a combination of all these.

The method of packaging units of competency at levels within the Agriculture Industry is based on a points system as described below. It is intended to reassess this system at the end of 1998 to determine whether it meets industry needs.

Where units are used in two or more industry sectors, each sector has determined which level will apply to that sector.

Links between Agricultural qualifications and other Rural Industry qualifications

Certain units of competency are common to both the Agriculture and Horticulture industries.

Mandatory units

Six mandatory units are required at the first four levels of qualifications because these competencies are practised at each of these levels of work. The core units that are required as a mandatory part of the Certificates 1 to IV are as follows:

RUA AGCORE1 A	Meet industry employment criteria
RUA AGCORE2 A	Follow enterprise OHS procedures

RUA AGCORE3 A	Use hazardous substances safely
RUA AGCORE4 A	Communicate in the workplace
RUA AGCORE5 A	Act to minimise emergencies
RUA AGCORE6 A	Plan daily work routine

In addition three of these mandatory units, which cover occupational health and safety, are required at levels five and six qualifications. These are a mandatory part of the Diploma and Advanced Diploma qualifications and are as follows:

RUA AGCORE2 A	Follow enterprise OHS procedures
RUA AGCORE3 A	Use hazardous substances safely
RUA AGCORE5 A	Act to minimise emergencies

- The mandatory units are not awarded points at any level.
- The mandatory units are relevant for the Certificate I in Agriculture. For persons who enter the industry at a higher level, competency in these units would need to be established to complete the requirements for the higher level qualification

Qualifications - general, sector, and specialisations

General qualifications (eg. Certificate II in Agriculture) are gained from the assembly of units from across sectors.

- The packaging reflects a need for even the sector specific content of a qualification to remain flexible. Some enterprises may require of an employee a more in depth, or ‘across the board’ knowledge of, for example, cattle production. Others may require a core knowledge of cattle production and an almost equal knowledge of, say, grain production.

Sector qualifications cover people working in a particular sector of the industry, for example Beef Cattle.

- A prescribed number of units from the relevant sector must be achieved to gain the sector qualification, as detailed in the sector national competency standards.

For example a “Certificate III in Agriculture (Beef Cattle)” would require the following:

- The six mandatory units
- A minimum of 30 points from Beef Units of Competency at Level 3 or above
- 6 points from other rural Units of Competency (at any level)
- “Sector qualifications” includes all Agriculture industry sectors which have nationally endorsed competency standards and may include Horticulture units from the Qualifications in Horticulture Training Package. eg. Certificate in Agriculture (Production Horticulture).

Specialised groups have been identified by industry where there is a narrow range of specific skills required to cover a large number of employees. National Certificates will be issued for completion of specific units of competency. These specialisations currently cover the following:

Shearing	eg: Certificate II in Agriculture (Shearing)
Wool Handling	
Clip Preparation	

Wool Classing
Cane Cultivation
Cane Haulage
Cane Harvesting

The units of competency included in these Certificates may be used towards other Certificates in Agriculture.

Gaining an AQF Qualification

A qualification is constructed around a points score based on achievement of Units of Competency.

The Points for each Unit of Competency corresponds to its level as follows:

	Level 1 Unit of Competency = 1 point	
	Level 2 Unit of Competency = 2 points	(except RUA AG2005CH A - RUA AG2012CH A)
	Level 3 Unit of Competency = 3 points	each of which are worth 0.5 of a point)
	Level 4 Unit of Competency = 4 points	
	Level 5 Unit of Competency = 5 points	
	Level 6 Unit of Competency = 6 points	

Mandatory units

Six mandatory units are required at the first four levels of qualifications because these competencies are practised at each of these levels of work. As with other small business, much of this industry operates with employers and employees performing tasks and roles that span all levels of work. The industry qualifications in these units are therefore, accumulative in that these aspects of work are not discarded or modified at higher levels. For example, the unit, Act to Minimise Emergencies is performed identically at different levels and must be an integral part of workplace functions by all persons. The core units that are required as a mandatory part of the Certificates 1 to IV are as follows:

RUA AGCORE1 A	Meet industry employment requirements
RUA AGCORE2 A	Follow enterprise OHS procedures
RUA AGCORE3 A	Use hazardous substances safely
RUA AGCORE4 A	Communicate in the workplace
RUA AGCORE5 A	Act to minimise emergencies
RUA AGCORE6 A	Plan daily work routines

In addition three of these mandatory units, which cover occupational health and safety, are required at levels five and six qualifications. These are a mandatory part of the Diploma and Advanced Diploma qualifications and are as follows:

RUA AGCORE2 A	Follow enterprise OHS procedures
RUA AGCORE3 A	Use hazardous substances safely
RUA AGCORE5 A	Act of minimise emergencies

These units are relevant within the Certificate I in Agriculture. For someone who enters the industry at a higher level, competency in these units would need to be established to complete the requirements for the higher level qualification. For this reason these units are not part of the points system for the Agriculture packaging and qualifications.

For a General (cross sector), qualification in Agriculture the following rules apply:

Certificate I in Agriculture

Total score required = minimum of 5 points with

- 6 mandatory Units;
- 5 points for units of competency at Level 1 or above

Certificate II in Agriculture

Total score required = minimum of 30 points with

- 6 mandatory Units;
- 24 points from Units of Competency at Level 2 or above;
- 6 points from other rural Units of Competency (at any level)

continued . . .

Certificate III in Agriculture

Total score required = minimum of 36 points with

- 6 mandatory Units;
- 30 points from Units of Competency at Level 3 or above;
- 6 points from other rural Units of Competency (at any level)

Certificate IV in Agriculture

Total score required = minimum of 40 points with

- 6 mandatory Units;
- 32 points from Units of Competency at Level 4 or above;
- 8 points from other rural Units of Competency (at any level)

• **Diploma in Agriculture**

Total score required = minimum of 50 points with

- 3 mandatory Units;
- 25 points from Units of Competency at Level 5 or above;
- 25 points from other rural Units of Competency (at any level)

Advanced Diploma in Agriculture

Total score required = minimum of 60 points with

- 3 mandatory Units;
- 30 points from Units of Competency at Level 6 or above;
- 30 points from other rural Units of Competency (at any level)

To achieve a Sector qualification in Agriculture (ie Certificate II in Agriculture (Sector). The rules for each sector are detailed in the front of the sector national competency standards, for example:

(Where “Sector” appears insert “Sheep and Wool”, “Dairy - Production” “Production Horticulture” etc. as applicable. Where no such details appear, the qualification is general (cross sector) and units can be taken from all standards in the Agriculture, Horticulture and Related Industries.)

Certificate II in Agriculture (Grain Production)

Total score required = minimum of 30 points with

- 24 points from Grain Production and/or Rural Generic Units of Competency at Level 2 or above;
- 6 points from other rural Units of Competency (at any level)
- Plus the six core units

Examples of the Specialisation qualifications are given in the Wool Harvesting and Sugar Cane competency standards.

4 ISSUING QUALIFICATIONS

Persons who have been assessed as having satisfied one or more units of competency, are entitled to a Statement of Attainment for those units.

The accumulation of units of competency can result in the issuing of an AQF qualification according to the packaging set out in the competency standards.

Qualifications will be issued by a Registered Training Organisation.

5 ALIGNMENT TO THE AQF

To cater for the diverse range and mix of agricultural and horticultural enterprise activities a special alignment system has been developed.

This is based on selections of units being aligned to a qualification. Instead of a predetermined selection of units being allotted to a package which in turn is aligned to a qualification, the system adopted offers extensive flexibility to employers and learners.

Qualifications and Pathways

The packaging arrangements for the Agriculture Industry ensure that maximum flexibility in pathways to qualifications is achieved and maintained. In this industry it is important that assessment allows for qualifications to be attained no matter how competency has been achieved. This may not be via a formal training arrangement. Assessment of competency is potentially an expensive process in the Agriculture Industry and flexible pathways to achieving competency need to be encouraged so that no waste of resources is incurred in unnecessary training or assessment.

Where cross-industry or other industry standards have been incorporated into the Agriculture standards, they form part of the industry packaging and qualifications requirements.

6 CUSTOMISATION OF QUALIFICATIONS

Sector-Specific Qualifications

- For a sector-specific qualification the units of competency which are available for selection are described in the sector standards.
- Selection of units which are not bound by sector specific rules may be taken from all Rural Industries.
- Flexibility to meet individual and enterprise requirements can be accommodated to the extent permitted by sector specific rules or under cross sector rules.

Customisation of qualifications with other industry or cross-industry standards

- It is possible, within the Agriculture Industry's flexible packaging arrangements, to incorporate other industry or cross-industry units of competency into Agriculture qualifications.
- Endorsement of the national ITAB (RTCA) is required for any such inclusions.

7 NEW APPRENTICESHIPS

New Apprenticeships, which includes New Traineeships, based on the competency standards are gradually being developed by the industry. (Some older style apprenticeships are still being completed, such as the Farm Worker in Victoria, South Australia and Tasmania, and Dairy in NSW.) In most States and Territories the majority of Traineeships articulate into second or third years of an Apprenticeship and in some cases articulate further into Diplomas. Both the New Traineeships and Apprenticeships will be gradually developed and adopted as the Training Packages become available and entry level training arrangements are able to be based on endorsed national industry competency standards.

Generally Traineeships and Apprenticeships are designed for entry at any level and for full articulation from one level to another. In sectors where lower level qualifications are prerequisites, full RPL procedures apply. There are, therefore, no restrictions on progression from one AQF level to another.

Most Traineeships articulate into Apprenticeships. The latter are progressively becoming formalised with the endorsement of sector standards. Some which do not reflect the new system are being phased out. Some New Apprenticeships already articulate into Diplomas. The sectors already formalising articulation from Traineeships upwards are:

- Dairy
- Pigs
- Poultry
- Cattle feedlots
- Cotton

The adoption of the New Apprenticeships in the Agriculture Industry will reflect the following objectives:

- An expanded National Rural Skills Traineeship allowing for an outcome in each sector covered by the Training Package, and will replace all current related traineeships;
- This traineeship will be established at Levels 1 to 4 and potentially could be available at Levels 5 and 6;

- At each of these levels for each of the sectors included in the Training Package the qualification will be the Certificates/Diplomas in Agriculture;
- The only difference between the New Apprenticeship arrangements and other means of reaching a qualification will be the pathway; and so the traineeship pathway will require the same units of competency to be acquired as those identified in the other Certificates in the Training Package at each AQF level.

Entry level training does not vary from the industry requirements for qualifications. This is one of the main reasons for the flexibility maintained in the packaging.

Training providers supporting a traineeship need to determine the needs of the employer and trainee in combining appropriate units of competency to make up the full qualification. They will also need to negotiate with the employer as to the extent of the on-job and off-job components of the training. It is expected that the mandatory units of competency may be delivered off-the-job by the provider as well as parts of those other units which best

SECTION 2

NATIONAL COMPETENCY STANDARD

➤ WOOL HARVESTING ◀

SECTION 2 – Competency Standards – Wool Harvesting

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MANDATORY UNITS

RUA AGCORE1 A

Meet industry requirements	c-1
CORE1.1 Employment conditions identified	
CORE1.2 Meet workplace employment requirements	

RUA AGCORE2 A

Follow enterprise occupational health and safety (OHS) procedures	c-4
CORE2.1 Comply with provisions of relevant state OHS legislation	
CORE2.2 Follow farm procedures for hazard identification and risk control	
CORE2.3 Render appropriate emergency procedures	
CORE2.4 Administer first aid	
CORE2.5 Participate in arrangements for maintaining health and safety of all people in the rural workplace	

RUA AGCORE3 A

Use hazardous substances safely	c-8
CORE3.1 Handle hazardous substances	
CORE3.2 Store hazardous substances	
CORE3.3 Transport hazardous substances	
CORE3.4 Use hazardous substances	
CORE3.5 Act in emergency situations with hazardous substances	

RUA AGCORE4 A

Communicate in the workplace	c-11
CORE4.1 Gather, record and convey data	
CORE4.2 Gather, record and provide information in response to workplace requirements	
CORE4.3 Participate in work groups or teams	
CORE4.4 Participate in workplace meetings	
CORE4.5 Interact with others in the workplace	
CORE4.6 Communicate with the industry network	

RUA 98

RUA AGCORE5 A

Act to minimise emergencies and respond to a variety of situations	c-14
CORE5.1 Act to minimise emergency situations	
CORE5.2 Act as instructed in emergencies	
CORE5.3 Implement fire prevention and control on site and in the workshop	
CORE5.4 Deal with gas emergencies	

RUA AGCORE6 A

Plan daily work routines	c-15
CORE6.1 Interpret work schedules	
CORE6.2 Organise materials and equipment	
CORE6.3 Respond to problems as they occur	

LEVEL 2

RUA AG2430WH A

Fulfil employment requirements	2-1
2430.1 Obtain a work contract	
2430.2 Manage time	
2430.3 Complete work documentation	
2430.4 Communicate in the workplace	
2430.5 Maintain quality management procedures	

RUA AG2431WH

Meet workplace health and safety requirements	2-4
2431.1 Adopt safe work practices	
2431.2 Act in emergencies	
2431.3 Maintain health and fitness	

RUA AG2432WH A

Pen up sheep	2-7
2432.1 Fill pens for shearing	
2432.2 Monitor numbers in each catching pen	
2432.3 Refill catching pens	
2432.4 Keep mobs separate	
2432.5 Avoid contamination	

RUR AG2433WH A

Prepare wool	2-10
2433.1 Remove contamination from the fleece	
2433.2 Remove fleeces and component parts from the shearing board	
2433.3 Sweep the board and wool room	
2433.4 Prepare lambs wool and prematurely shorn wool	
2433.5 Skirt and roll fleeces	
2433.6 Prepare locks	
2433.7 Prepare crutchings	
2433.8 Prepare non-fleece wool at the rate of 4 kgs per 10 minutes	
2433.9 Empty bins and other wool containers	

RUA AG2434WH A

Press wool into bales	2-13
2434.1 Check woolpress and scales before use	
2434.2 Arrange woolpack in the press	
2434.3 Prepare a wool bale	
2434.4 Record wool bale information	
2434.5 Stack wool bales	

RUA AG2435WH A

Ensure shed and yards prepared for shearing	2-16
2435.1 Check shearing shed	
2435.2 Check yards	
2435.3 Report safety hazards	
2435.4 Remove contamination	
2435.5 Arrange for cleaning shed and yards	

RUA AG2436WH A

Prepare for machine shearing	2-18
2436.1 Check shed facilities are ready for shearing	
2436.2 Prepare combs and cutters for shearing	
2436.3 Prepare handpiece for shearing	

RUA AG2437WH A

Crutch sheep	2-21
2437.1 Position sheep for crutching	
2437.2 Remove wool	
2437.3 Treat injured sheep	
2437.4 Release sheep	
2437.5 Negotiate crutching stoppages	

LEVEL 3

RUA AG3021OH A

Implement and monitor the enterprise OHS program	3-1
3021.1 Provide information to farm workers about occupational health and safety in the industry and the farm's health and safety procedures	
3021.2 Implement and monitor the involvement of workers in maintaining the health and safety of all people in the rural workplace	
3021.3 Implement and monitor the farm procedures for identifying OHS hazards, assessing risks and maintaining effective control measures	
3021.4 Implement the farm procedures for dealing with emergencies affecting health and safety of people on the rural workplace	
3021.5 Administer first aid	
3021.6 Implement and monitor the farm procedures for maintaining occupational health and safety records	

RUA AG3430WH A

Maintain shearing equipment	3-5
3430.1 Maintain combs and cutters	
3430.2 Maintain handpieces	
3430.3 Maintain down tubes and friction assemblies	
3430.4 Follow safe work practices	

RUA AG3431WH A

Document a wool clip	3-8
3431.1 Establish a wool book	
3431.2 Complete advice notes and waybills	
3431.3 Complete classers' specification	
3431.4 Complete personal wages statement	
3431.5 Provide information and advice to the woolgrower	

RUA AG3432WH A

Account for shearing shed supplies	3-11
3432.1 Determine supplies for shearing	
3432.2 Obtain supplies for shearing	
3432.3 Record supplies for shearing	

RUA 98

RUA AG3433WH A

Prepare shearing team wages	3-13
3433.2 Maintain staff records	
3433.2 Calculate earnings	
3433.3 Calculate deductions and net pay	
3433.4 Pay staff	

RUA AG3434WH A

Provide information	3-15
3434.1 Collect information	
3434.2 Advise on clip preparation and quality management standards	
3434.3 Advise on presentation of the flock	
3434.4 Advise on the shearing plan	
3434.5 Advise on shed layout	
3434.6 Advise on relevant wool types	

RUA AG3435WH A

Shear sheep	3-18
3435.1 Catch sheep for shearing	
3435.2 Remove fleece	
3435.3 Treat injured and flyblown sheep	
3435.4 Release sheep from the board	
3435.5 Negotiate shearing stoppages	

RUA AG3436WH A

Work as a team	3-21
3436.1 Support team in carrying out a task	
3436.2 Communicate within a team	
3436.3 Contribute to team decision making	

RUA AG3437WH A

Arrange preparation of non-fleece wool	3-24
3437.1 Oversee preparation of different types of skirtings for sale	
3437.2 Oversee preparation of belly wool for sale	
3437.3 Oversee preparation of lambs' wool, locks, crutchings and other non-fleece wool for sale	
3437.4 Oversee preparation of stained wool and other oddments for sale	

RUA AG3438WH A

Class fleece wool	3-27
3438.1 Determine wool room layout	
3438.2 Class wool	
3438.3 Place fleeces in the bins	
3438.4 Identify wet wool	

LEVEL 4**RUA AG4021OH A**

Establish and maintain enterprise's OHS program	4-1
4021.1 Establish and maintain farm OHS plans and program	
4021.2 Establish and maintain arrangements to ensure the involvement of all workers in the management of OHS	
4021.3 Establish and maintain procedures for identifying OHS hazards, assessing risk and maintaining the most appropriate control	
4021.4 Establish and maintain procedures for dealing with OHS emergencies on the enterprise	
4021.5 Establish and maintain an OHS safety induction and training program	

RUA AG4202BM A

Deliver and review training (Category 1 Workplace Trainer)	4-5
4202.1 Confirm the need for training	
4202.2 Plan and document training session	
4202.3 Arrange location and resources	
4202.4 Notify trainees	
4202.5 Instruct trainees	
4202.6 Provide opportunities for practice	
4202.7 Confirm trainee has reached required standard of performance	
4202.8 Evaluate training session	
4202.9 Record training	
4202.10 Provide information on training	

RUA AG4430WH A

Supervise wool handlers	4-10
4430.1 Allocate duties	
4430.2 Supervise staff	
4430.3 Instruct staff	

RUA AG4431WH A

Manage shearing operations	4-13
4431.1 Develop a shearing plan	
4431.2 Implement the shearing plan	
4431.3 Start and stop shearing operations	
4431.4 Count out sheep	
4431.5 Supervise shearing	
4431.6 Monitor livestock	
4431.7 Monitor weather conditions	
4431.8 Manage health and safety of staff	
4431.9 Maintain engines, belts and drive mechanisms	

RUA AG4432WH A

Arrange employment	4-16
4432.1 Determine staffing requirements	
4432.2 Prepare job descriptions	
4432.3 Seek applicants	
4432.4 Select staff	
4432.5 Induct staff	

RUA AG4433WH A

Determining classing strategies	4-19
4433.1 Determine clip preparation methods to apply	
4433.2 Determine the factors influencing clip preparation methods	
4433.3 Use analyses of previous clips to set parameters for clip preparation	

BACKGROUND INFORMATION

These standards were first developed in 1995 and have been revised as planned to incorporate the features of 'Training Packages' with the assistance of representatives from the Wool Harvesting Industry in all Australian states. Once again, their contribution to this revision is gratefully acknowledged.

The 'Training Package' features which have been added to this document include a more thorough section outlining the *Range of Variables*, an expanded *Evidence Guide* and a new *Assessment Guide*. These have been amended to make the standards a more useful document for Workplace Assessors and to assist training providers to interpret the standards particularly in regard to assessment.

National curricula has been developed and national courses using curricula derived from these standards will be implemented in 1998.

As before, these standards cover only the wool harvesting aspect of the industry. Sheep and Wool Production is still documented separately.

Apart from the changes described above, and in response to observations of their omission, a number of extra Units of Competency have been added to these standards. These include some extra Rural Generic units, Chemical Safety units, Farm Safety units, Farm Maintenance units and Training units.

The last most significant addition is the description of how to gain a qualification in Wool Harvesting. This description clearly identifies Units of Competency, rather than training modules and courses, as the basis upon which a qualification is defined.

INDUSTRY CONSULTATION

The review of these competency standards has been managed by the Agriculture & Horticulture Training Council of SA.

State Industry Training Boards were contacted for the membership of state based Wool Harvesting Production committees which were used for consultation purposes. Where possible, individuals who had a role in the original development of the standards were consulted.

These committees are as follows:

WA Sheep & Wool Committee

Neil Bilney
Russell Crook
David Bolt
Van Gooding
Doug Schulz
Neville Munns
Richard Coole

QLD Sheep and Wool Committee

Ros Wells
Robert Webb
Alex Willie

NSW Sheep & Wool Committee

Brian Clarke
Paul Egan
Ray Unger
Des McIntyre

Tasmanian Sheep & Wool Committee

R Gatenby
L J Triffitt
P Edwards
R Wallace
B Vickery
E A Cameron AM

SA Sheep & Wool Committee

Garth Polkinghorne
Kay Hocking
Helen Daily
Rob Jacobs
Lance Degenhardt
John Hutchinson
Richard Wilhelm

Victorian Sheep & Wool Committee

Frank Sutherland
Michael Lawrance
Dick Roberts
Sam Beechey
James Dennis
Robert Sutherland
Philip Broughton
Kevin Heather

STANDARDS DEVELOPMENT

1.1 What are Competency Standards?

Competency Standards are statements of the level of skills, knowledge and attitude expected of people in various positions and roles in the workplace. Competency Standards cover all occupations. For example, in the horticulture industry they would apply to farmhands, seasonal workers, supervisors, owner/operators and managers. They describe what standards of performance are required for each occupation. If everyone working in an industry is employing best practice, then the industry is performing as well as it can.

Competency standards documents do not describe the levels of competence for specific occupations. They describe the progression of competence from the performance of simple tasks to the performance of more complex tasks. Simple tasks constitute the work of members of semi-skilled occupations and more complex tasks describe the work of more qualified and experienced occupations which often include managerial duties as well as responsibilities to apply advanced skills and knowledge.

Competency Standards do not invent new standards of performance or force people to work harder. They provide guidance on how people can work smarter. They express what should be best practice for those working in the industry now and for the future. Competency Standards anticipate change and contain the latest information on new technology and smarter ways of doing things. They assist in technology transfer.

Standards are developed by an industry or organisation through an extensive process that involves identifying the skills, knowledge and attitudes required in the workforce, now and in the future. Competency standards are reviewed on a regular basis to ensure they reflect changes in technologies and work practices. Development and validation of standards involves extensive consultation with stakeholders in an industry.

In summary, standards set the benchmarks for performance. The primary purpose of the National Competency Standards is to guide the design and development of training programs. **In short, competencies describe best practice: training packages developed from competencies teach best practice.**

How Do I Interpret This Document?

The competencies have been broken down into:

Industry: Rural Area of Competency : Generic/Technical/Chemical Sector: Industry	
Unit of Competency	This describes what a person is capable of doing in the workplace. These are very broad statements and describe only the major roles and functions. The unit needs to integrate knowledge, skills and application which must be assessable.
Element of Competency	Performance Criteria
These are the building blocks for the units of competency. They describe in output terms what is done in the workplace within each unit of competence.	This refers to how well and to what level a competent person should perform a specified activity in the workplace
A. RANGE OF VARIABLES <ul style="list-style-type: none"> This describes the context and conditions under which competent performance is expected when carrying out the specific tasks in the workplace. 	
B. EVIDENCE GUIDE Key Outcomes This describes the key workplace outcome to which satisfactory completion of this unit is a major contribution. <u>OHS issues that impact upon the performance of this unit</u> <u>Holistic Outcome</u> This describes what visible evidence as one event would prove that: a) all elements of this unit have been satisfactorily completed b) this unit and the following units have been satisfactorily completed: <u>Underpinning knowledge and skills</u> Describes specified areas of knowledge and specified tasks which should be performed by the participant. <ul style="list-style-type: none"> A knowledge of: - The ability to: - 	
C. ASSESSMENT GUIDE Assessment of this unit is to be conducted in accordance with the Assessment Guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture. <u>Authority managing and conducting assessments</u> This entry will be 'Authorised Registered Training Organisations'. <u>Special outcomes of assessment for purposes of licensing by a government or other authority</u> These should be specified, or if there are none, this entry will be: 'There are no licensing requirements for this unit'. <u>Interdependent assessment of units</u> What implications there are from other units for assessment of this unit, such as: a) essential pre-requisites b) suggested combinations of units for reasons of efficiency of assessment, access, etc <u>Qualifications of Assessor</u> This entry will be: 'Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment". Only qualified assessors engaged by a Registered Training Organisation are able to endorse a person against this	

unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people which complies with the above criteria’.

A further entry may be made here, for example when there is special endorsement of an assessor due to licensing requirements eg Farm Chemicals.

Measures to ensure consistency in assessment

This entry will be:

‘These measures are described in the Assessment Guidelines of the industry-endorsed Trainer’s Guide for the unit’.

Where this unit is assessed

This will indicate the particular environment and/or circumstances required for assessment of the unit, or alternatively this entry will be:

‘Competency is to be demonstrated in an agricultural workplace or in a situation which reproduces agricultural workplace conditions’.

Resources required beyond those normally found in a functioning agricultural workplace

This entry will describe any specific resources required for assessment, or alternatively the entry will be:

‘There are no additional resources required for assessment of this unit’.

Utilisation of key competencies in the performance of this unit

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology

- ◇ **Communicating -**
- ◇ **Collecting and analysing and organising information -**
- ◇ **Planning and organising activities -**
- ◇ **Working with teams and others -**
- ◇ **Using mathematical ideas and techniques -**
- ◇ **Solving problems -**
- ◇ **Using technology -**

CODING OF UNITS OF COMPETENCY

(complying with the National Training Information System (NTIS))

Example

Training Package	Unit Number	Version	Year of Endorsement
RUA	AG2800WH	A	98

Each Training Package will be identified on the front cover by:

‘Training Package’ eg:- **RUA 98** - being **RU**ral Agriculture

and ‘Year of Endorsement’ eg - endorsed in **1998**

(eg: **RUA 98** - Qualifications in Agriculture endorsed in 1998)

Each Unit of Competency will be identified by the ‘Training Package’, ‘Unit Number’ and ‘Version’.

Therefore example shown above - **RUA AG2430WH A** is interpreted as:

RUA - **RU**ral Agriculture Training Package

AG - Agriculture, **2** level (applicable to original sector level), **430** additional identifying numbers,

WH area of activity (**W**ool **H**arvesting).

A - Version A (ie first version).

RELATING INDUSTRY EXPECTATIONS TO THE AUSTRALIAN QUALIFICATIONS FRAMEWORK

Whilst the Wool Harvesting Industry has maintained a keen interest in training and training development, there is no defined training philosophy nor career path. The industry has, however, tended to adopt a structure which is in concert with the overall thrust of the AQF level framework and descriptors.

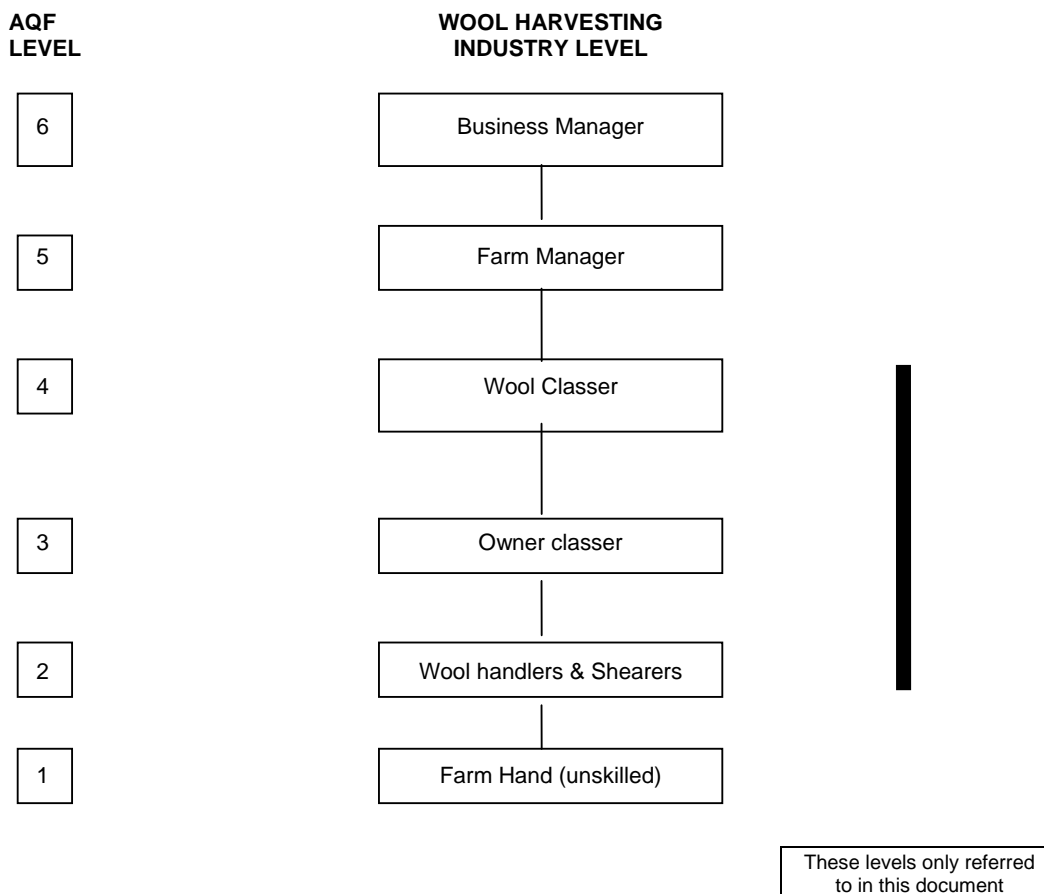
The following is intended to place the overall duties and expectations of individuals in this industry into context.

Role	Expectations
AQF LEVEL 1 <ul style="list-style-type: none"> Basic farm duties, machinery maintenance and limited plant operation under supervision Appropriate induction to the industry and the routines of the property. 	<ul style="list-style-type: none"> Daily farm routines including chipping tramping modules and fitting siphons Maintenance routines Basic weed and pest control tasks
<ul style="list-style-type: none"> <i>Work at AQF Level 1 will be under direct supervision with regular checking</i> <i>Recognition of prior learning will enable an individual to be able to operate at higher levels</i> 	
AQF LEVEL 2 <ul style="list-style-type: none"> Basic tasks under reduced supervision Undertake increased responsibility field duties and in plant operation Supervision of AQF Level 1 employees Have acquired some industry specific skills or generic rural skills 	<ul style="list-style-type: none"> Limited decision making under supervision Safely handle basic materials, tools and chemicals Maintenance under direction Basic daily routines under supervision
<ul style="list-style-type: none"> <i>Work at AQF Level 2 is likely to be under routine supervision with routine checking</i> <i>Progression to AQF Level 2 is achieved when the individual demonstrates that the need for supervision has diminished and they are undertaking the relevant tasks at this level</i> <i>Progression can also be achieved by the individuals accessing recognised training or through recognition of prior learning.</i> 	
Role	Expectation
AQF LEVEL 3 <ul style="list-style-type: none"> Undertake daily routines without supervision Ability to carry out instructions in the field Limited supervision of other employees to AQF Level 2 Ability to interpret data 	<ul style="list-style-type: none"> Increased responsibility for field operations Specialised industry routines under minimal supervision, eg. insect scout, or boll counts Communication within the industry network, eg. company representatives, other producers, etc.

Role	Expectation
AQF LEVEL 4 <ul style="list-style-type: none"> Completed appropriate training or assessed appropriate experience Supervision of other employees Conduct total farm operation Input to management planning 	<ul style="list-style-type: none"> Staff supervision Make management decisions, eg. watering or weed control programs Interpret and analyse data Conduct business operations
<ul style="list-style-type: none"> <i>Individuals will progress to AQF Level 4 on completion of appropriate training, or with suitable recognition of prior learning - having demonstrated the ability to conduct the total farm operation unsupervised when required.</i> 	
AQF LEVEL 5 <ul style="list-style-type: none"> Undertaking management planning, eg. financial, training and marketing Manager in charge - farm operations Supervision of at least AQF Level 3 staff Extension and consulting roles 	<ul style="list-style-type: none"> Supervision and management of all farm staff Prepare production targets and plans to implement Prepare training targets and staff training programs
<ul style="list-style-type: none"> <i>AQF Level 5 personnel would include the business managers of production operations - usually achieving this through extensive experience or who may elect to undertake further formal small business or management training</i> <i>This level and above is differentiated from the lower levels by the individual assuming the responsibility of making the actual management decisions based on information supplied by employees, consultants or other industry personnel</i> 	
Role	Expectation
AQF LEVEL 6 <ul style="list-style-type: none"> Often owner/operator Manager of a total business or operation Supervision of AQF Level 4 and above 	<ul style="list-style-type: none"> Supervision and conduct of total production activity. Act as a business manager or Executive for overall business operation Financial and production control
<ul style="list-style-type: none"> <i>Progression to AQF Level 6 will be achieved through service and increased responsibility with the company or operation.</i> <i>At this level prior learning from outside the industry can be recognised.</i> 	

INDUSTRY EMPLOYMENT LEVELS AND DESCRIPTION RELATED TO THE AQF LEVELS

The career path in this industry can be delineated:



- The industry employment levels noted here are those that would generally apply across the industry but recognise that whilst competencies can be achieved through experience they are generally achieved with a combination of formal training and on the job experience.
- Employees in this industry have the opportunity to advance along a career path as designated above. They also have the opportunity to progress to AQF Level 5 and beyond by achieving additional competencies in specialised areas of management through sales, training, marketing and advising areas.
- Entry to the industry will predominantly be at AQF Level 2.

IDENTIFICATION OF INDUSTRY UNITS OF COMPETENCY WITHIN THE AUSTRALIAN QUALIFICATIONS FRAMEWORK LEVELS AQF 1-AQF4

MANDATORY UNITS

AGCORE1 A	Meet industry requirements	AGCORE4 A	Communicate in the workplace
AGCORE2 A	Follow enterprise OHS procedures	AGCORE5 A	Act to minimise emergencies
AGCORE3 A	Use hazardous substances safely	AGCORE6 A	Plan daily work routine

WOOL HARVESTING

Unit of Competence RUA	Unit Title	AQF Level 2	AQF Level 3	AQF Level 4
AG2430WH A	Fulfil employment requirements			
AG2431WH A	Meet workplace health and safety requirements			
AG2432WH A	Pen up sheep			
AG2433WH A	Prepare wool			
AG2434WH A	Press wool into bales			
AG2435WH A	Ensure shed and yards prepared for shearing			
AG2436WH A	Prepare for machine shearing			
AG2437WH A	Crutch sheep			
AG3021OH A	Implement and monitor the enterprise OHS program			
AG3430WH A	Maintain shearing equipment			
AG3431WH A	Document a wool clip			
AG3432WH A	Account for shearing shed supplies			
AG3433WH A	Prepare shearing team wages			
AG3434WH A	Provide information			
AG3435WH A	Shear sheep			
AG3436WH A	Work as a team			
AG3437WH A	Arrange preparation of non-fleece wool			
AG3438WH A	Class fleece wool			
AG4021OH A	Establish and maintain the enterprise's OHS program			
AG4202BM A	Deliver and review training			
AG4430WH A	Supervise wool handlers			
AG4431WH A	Manage shearing operations			
AG4432WH A	Arrangement employment			
AG4433WH A	Determine classing strategies			

- Employees in this industry have the opportunity to advance along a career path as designated in the above matrix. They also have the opportunity to progress to AQF Level 5 and above through both their abilities acquired in the general units as well as achieving Rural Business Management competencies to then move into a management role.

GAINING A QUALIFICATION: WOOL HARVESTING

A qualification formally recognises the level and range of competency of an individual.

A qualification is constructed around a points score based on achievement of Units of Competency from the Wool Harvesting Competency Standards.

The points for each Unit of Competency corresponds to its level.

- eg.
- AQF Level 1 Unit of Competency = 1 point
 - AQF Level 2 Unit of Competency = 2 points
 - AQF Level 3 Unit of Competency = 3 points
 - AQF Level 4 Unit of Competency = 4 points
 - AQF Level 5 Unit of Competency = 5 points
 - AQF Level 6 Unit of Competency = 6 points

For this industry, units of competency (other than AGCORE 1-6 and AG2005-2012CH) that are aligned to a particular qualification carry a point value equal to the AQF level of that qualification. Units used in other qualifications maintain the points value from their initial alignment. For general qualifications in agriculture, units are valued at the points level indicated by the first numeral in the unit code (refer following examples).

RUA AG1070PM A – Implement pest control programs (This unit has a value of one point)

RUA AG4202BM A – Deliver and review training (This unit has a value of four points)

Mandatory units

Six mandatory units are required at the first four levels of qualifications because these competencies are practised at each of these levels of work. The core units that are required as a mandatory part of the Certificates 1 to IV are as follows:

RUA AGCORE1 A	Meet industry requirements
RUA AGCORE2 A	Follow enterprise OHS procedures
RUA AGCORE3 A	Use hazardous substances safely
RUA AGCORE4 A	Communicate in the workplace
RUA AGCORE5 A	Act to minimise emergencies
RUA AGCORE6 A	Plan daily work routine

These units are relevant within the Certificate I in Agriculture. For someone who enters the industry at a higher level, competency in these units must be established to complete the requirements for the higher level qualification. For this reason these units are not part of the points system for the Agriculture packaging and qualifications.

In addition three of these mandatory units, which cover occupational health and safety, are required at levels five and six qualifications. These are a mandatory part of the Diploma and Advanced Diploma qualifications and are as follows:

RUA AGCORE2 A	Follow enterprise OHS procedures
RUA AGCORE3 A	Use hazardous substances safely
RUA AGCORE5 A	Act to minimise emergencies

The Farm Chemicals Users Training Program encompasses the underpinning knowledge and skills for the units of competency RUA AG2005CH A – RUA AG2012CH A. Successful completion of this training program satisfies licensing requirements to purchase and use agricultural/veterinary chemicals.

Achievement of the performance criteria for these units of competency – as determined through Workplace Assessment – will contribute a total of 4 points towards an AQF qualification

To achieve a qualification in **Agriculture (Sheep & Wool)** the following rules apply:

For a **Certificate II in Agriculture (Sheep & Wool) (RUA 2 13 98)**

Total score required = 30 points

- 6 mandatory units
- 24 points from **Wool Harvesting** and/or **Sheep and Wool** Units of Competency at Level 2 or above;
- 6 points from other Rural Units of Competency (any level).

For a **Certificate III in Agriculture (Sheep & Wool) (RUA 3 13 98)**

 Total score required = 36 points

- 6 mandatory units
- 30 points from **Wool Harvesting** and/or **Sheep and Wool** Units of Competency at Level 3 or above;
- 6 points from other Rural Units of Competency (any level).

For a **Certificate IV in Agriculture (Sheep & Wool) (RUA 4 13 98)**

 Total score required = 40 points

- 6 mandatory units
- 32 points from **Wool Harvesting** and/or **Sheep and Wool** Units of Competency at Level 4 or above;
- 8 points from other Rural Units of Competency (any level).

To gain a 'general' (cross-sector) National Certificate in Agriculture, units from this sector can be combined with units from any other Agriculture or Horticulture sector at the appropriate level.

SPECIALISATIONS

Note: The following Specialist Certificates in Wool Handling, Shearing, Clip Preparation and Wool Classing require the completion of Units of Competency as stated here to gain a qualification. These Certificates do not require completion of the 6 mandatory units or the accumulation of as many points as in both the general or sector Certificates in Agriculture.

Persons wishing to gain a general or sector Certificate in Agriculture will have to comply with the rules that apply for those Certificates. Units of Competency gained in Specialist Certificates may count towards other Certificate in Agriculture.

For a **Certificate II in Agriculture (Wool Handling) (RUA 2 14 98)**

 Total score required = 15 points through completion of the following Units of Competency

Code	Title of Unit of Competency	Points
RUA		
AG2430WH A	Fulfil employment requirements	2
AG2431WH A	Meet workplace health and safety requirements	2
AG2432WH A	Pen up sheep	2
AG2433WH A	Prepare wool	2
AG2434WH A	Press wool into bales	2
AG2435WH A	Ensure shed and yards prepared for shearing	2
AG3436WH A	Work as a team	3
Total		15

For a **Certificate II in Agriculture (Shearing) (RUA 2 24 98)**

Total score required = 17 points through completion of the following Units of Competency

Code	Title of Unit of Competency	Points
RUA		
AG2430WH A	Fulfil employment requirements	2
AG2431WH A	Meet workplace health and safety requirements	2
AG2436WH A	Prepare for machine shearing	2
AG2437WH A	Crutch sheep	2
AG3430WH A	Maintain shearing equipment	3
AG3435WH A	Shear sheep	3
AG3436WH A	Work as a team	3
	Total	17

For a **Certificate III in Agriculture (Clip Preparation) (RUA 3 14 98)**

Total score required = 30 points through completion of the following Units of Competency

Code	Title of Unit of Competency	Points
RUA		
AG2430WH A	Fulfil employment requirements	2
AG2431WH A	Meet workplace health and safety requirements	2
AG2432WH A	Pen up sheep	2
AG2433WH A	Prepare wool	2
AG2434WH A	Press wool into bales	2
AG2435WH A	Ensure shed and yards prepared for shearing	2
AG3021OH A	Implement and monitor the enterprise OHS program	3
AG3431WH A	Document a wool clip	3
AG3436WH A	Work as a team	3
AG3437WH A	Arrange preparation of non-fleece wool	3
AG3438WH A	Class fleece wool	3
AG4430WH A	Supervise wool handlers	3
	Total	30
	Electives	
AG3433WH A	Prepare shearing team wages	3
AG3434WH A	Provide information	3

For a **Certificate IV in Agriculture (Wool Classing) (RUA 4 14 98)**

Total score required = 38points (which must include non-electives) through completion of the following Units of Competency

Code	Title of Unit of Competency	Points
RUA		
AG2430WH A	Fulfil employment requirements	2
AG2431WH A	Meet workplace health and safety requirements	2
AG2432WH A	Pen up sheep	2
AG2433WH A	Prepare wool	2
AG2434WH A	Press wool into bales	2
AG2435WH A	Ensure shed and yards prepared for shearing	2
AG3431WH A	Document a wool clip	3
AG3434WH A	Provide information	3
AG3436WH A	Work as a team	3
AG3437WH A	Arrange preparation of non-fleece wool	3
AG3438WH A	Class fleece wool	3
AG4430WH A	Supervise wool handlers	3
AG4431WH A	Manage shearing operations	4
AG4433WH A	Determine classing strategies	4
Total		38
ELECTIVES		
AG3432WH A	Account for shearing shed supplies	3
AG3433WH A	Prepare shearing team wages	3
AG4432WH A	Arrangement employment	4
AG4021OH A	Establish and maintain the enterprise OHS program	4
AG4202BM A	Deliver and evaluate training	4

KEY COMPETENCIES AND THE WORKPLACE

1.0 Language, Literacy and Numeracy

Language, literacy and numeracy are required at AQF levels 1 & 2 for effectively working as a team and for checking shearing tallies and pay rates. At levels 3 and up language, literacy and numeracy are essential for providing instruction, supervision, preparing wages and keeping woolshed records.

2.0 The relationship of Key Competencies to the Industry Competencies

The Key competencies underpin many of the units in the Wool Harvesting standards and they are identified at the end of each unit in a table and with specific ways that the unit depends on each of them.

a) Communicating Ideas and Information

The major use of this Key Competency is by the contractor, wool classer and shed manager in instructing shearers and wool handlers in regard to occupational health and safety, removal of contamination, clip preparation standards and the overall shearing plan. All shed staff require these skills for effective teamwork to ensure a steady flow of sheep to the shearers and wool through the wool room into bales for sale.

b) Collecting, Analysing and Organising Information

The shed managers and wool classer require considerable skill in collecting, analysing and organising information in regard to flock statistics, to analysis of sales, data, market information, shed and tally books and the preparation of wages for the shearing team. They especially need up to date information on tax scales, allowable deductions and market conditions both in Australia and overseas.

c) Planning and Organising Activities

Planning skills are the key to successful wool harvesting through the shearing plan. Organisation of sheep to the shed, shearers and wool handlers, supplied and provisions, both before shearing and on a daily basis during shearing months in safe, cost effective harvesting, team harmony and job satisfaction for all staff.

d) Working with Others and in Teams

All members of the wool harvesting staff require teamwork skills and shearing and crutching are the seasonal operations where these skills are fully utilised. Avoiding delays in getting sheep to the shed, keeping them dry for shearing, maintaining the flow of sheep to the catching pens, information between shearers and shed staff and supervision that promotes harmony and effective communication. In contract teams people who don't pull their weight and play their part effectively are soon replaced in the team.

e) Using Mathematical Ideas and Techniques

For shearing and crutching the Key mathematical skill required is counting sheep. The contractor or manager requires higher levels of skill to prepare wages and group tax. The appraiser and classer record without error all bales of wool in the shed book and number each bale to assist wool brokers and buyers.

f) Solving Problems

Due to the influence of weather, animals, people and machinery, there are often problems to be solved. They range from industrial relations, interpersonal conflict, machinery breakdown, animal diseases (some transferable to humans), chemical residues, wet sheep, contamination in the wool, horseplay, vehicle and other accidents to second cuts and mobs getting moved accidentally. The classer and shed manager require significant problem solving skills.

g) Using Technology

Shearing and crutching do not involve high levels of technology. The handpiece used in shearing is a relatively simple machine, hydraulic self-pinning presses are more advanced than earlier mechanical presses and the wool pack was designed to be carried on a camel over 150 years ago. Some shed managers use computers for calculating wages but a calculator also does the job. Knowledge of wool processing and manufacturing technologies are required by the classer.

Three levels of utilising key competencies are indicated as follows:

- "1" Describes the competence needed to undertake activities efficiently and with sufficient self management to meet the explicit requirements of the activity and to make judgement about quality of outcome against established criteria.
- "2" Describes the competence needed to manage activities requiring the selection, application and integration of a number of elements, and to select from established criteria to judge quality of process and outcome.
- "3" Describes the competence needed to evaluate and reshape processes, to establish and use principles in order to determine appropriate ways of approaching activities, and to establish criteria for judging quality of process and outcome.

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OCCUPATIONAL HEALTH AND SAFETY AND THE WOOL HARVESTING INDUSTRY

“A job performed safely and without risk to health is likely to be the most efficient way of carrying out a work task. In this way, high standards of occupational health and safety (OHS) are linked with increased productivity, efficiency and competitiveness.

Prevention of occupational injury and disease relies on the competence of the Australian workforce to identify OHS risks and control them.”¹

Recent regulatory changes have shifted the emphasis for managing workplace health and safety away from government to the enterprise level.

The wool harvesting industry, along with other rural industries, experiences high rates of work related injury and illness, and consequent cost to the industry. Development of OHS skills and knowledge is needed of all levels of the rural workforce from employee to farm owner/manager.

OHS processes

In order to provide a health and safe farm workplace, employers and workers must work together to ensure processes are in place to:

- Identify hazards - what hazards are present in the workplace?
- Assess risks - What is the likelihood of, and severity of, injury or disease which may result from identified hazards?
- Control risk - How can the risk be eliminated or minimised?

The most effective approach to control risk, involves consideration of the **hierarchy of control**, ranging from the most effective control approaches to least effective.

1. Eliminate the hazard altogether, looking for alternatives, eg., reducing the need to spray hazardous substances
2. Substitute the hazard for a less hazardous process, eg. substituting a less toxic spray for a more toxic spray
3. Design or engineering control to reduce risk
4. Change work practice
5. Use of personal protective clothing or equipment.

Control of risk associated with each identified hazard then must consider the range of options, their relative cost effectiveness, and the urgency of risk control requirements.

This process underpins each states' OHS legislation and accompanying regulations and/or codes of practice.

(It should also be noted that others share responsibility for OHS in the wool harvesting industry - including machinery designers and manufacturers, and suppliers of plant and of hazardous substances).

Special wool harvesting characteristics of relevance to OHS

There are a number of special characteristics of the wool harvesting which need to be taken into account in the OHS standards.

These include:

1. Workers are required to carry out a range of different tasks under different conditions during the course of a typically working day, and between wool sheds on different sheep properties. OHS competencies attained must therefore be applicable to the range of situations confronted by the workforce.
2. Some features of the wool harvesting process may not be amenable to total control, eg. the temperature and mustering conditions, working with animals.

- Wool harvesting work is generally undertaken under time pressures and prevailing seasonal or climatic conditions will add pressure. This places a greater strain on OHS systems to be effective.
- Travel to wool sheds poses increased risk of work related injury.
- The farm family home(s) is generally located close to the woolshed. The safety of such bystanders as children and other people must be assured.

Common OHS hazards in the (industry) industry

Agent of Injury	Production Phase					Comment
	Penning	Shearing	Wool handling & rolling	Bale handling and transporting	Machinery & equipment maintenance	
Fixed plant		■■■			■■■	Shearing plant and equipment, grinder Wool press
Tools and equipment		■■■■		■■	■■■	Handpiece, bale hooks, trolleys, workshop tools
Pens, boards and other structures	■■■	■■■				Gates, pens, boards, tables
Sheep	■■■■	■■■■				All sheep, rams
Zoonoses	■■■	■■■	■■			Orf, Q Fever, Hydatid disease
Chemicals	■■■	■■■	■■■			Ectoparasite control agents
Motion/posture	■■■■	■■■■■	■■■■	■■■■	■■	Dragging, twisting, holding, pushing sheep Shearing Lifting, twisting, throwing wool Moving bales
Environment	■■■	■■■	■■■	■■■	■■■	Sheep shed dusts, fumes Lighting Solar radiation
Noise	■■■	■■■	■■■	■■■■	■■■■	Machine noise Radio noise

■ = Hazard assessed as lower risk ■■■■■ = Very high risk

ENVIRONMENTAL STATEMENT

Wool is a natural fibre and a renewable resource that has been used by people for centuries to provide warmth, shelter and carpets in their homes. It does not burn easily and is safe in front of open fires where sparks sometimes ignite other materials.

The major impacts of sheep on the environment are the effects of hooves on soils that are prone to wind erosion and the possibility of over-grazing native vegetation in pastoral areas close to watering points. Both can be overcome by management.

The blowfly and other external parasites have been controlled for many years by chemicals, some of which have been in the soil for many years. Residues have also been found in the grease of unscoured wool and current efforts in the industry are directed towards eliminating these residues.

The process of harvesting wool creates no adverse effects on the environment. It uses no small quantities of power (electricity, petrol or diesel) synthetic wool packs and few consumables. The main ingredients are skill and hard work.

Wool will still be in use long after the known reserves of oil are used up. The greatest technological advance for the Industry would be a safe method of controlling the blowfly.

¹ Worksafe Australia - Occupational health and safety and competency based training - some questions answers. 1995

MANDATORY UNITS

Industry: Rural Area of Competency : Generic: Workplace	
RUA AGCORE1 A Meet industry requirement	
Element of Competency	Performance Criteria
CORE1.1 Employment conditions identified	CORE1.1.1 Employment terms and conditions are accepted.
	CORE1.1.2 Employment documentation is checked for compliance with accepted terms and conditions.
	CORE1.1.3 Employment conditions are reviewed to ensure currency is maintained.
CORE1.2 Meet workplace employment requirements	CORE1.2.1 Industry developments are promoted in workplace context to improve quality, productivity and conditions.
	CORE1.2.2 Work practices comply with codes of practice and workplace expectations.
	CORE1.2.3 Faults and abnormalities in workplace practices are recognised and actioned to enterprise requirements.
	CORE1.2.4 Dress and personal requirements comply with workplace standards.
	CORE1.2.5 Employer's expectations are met through completion of workplace routines and specific instructions.
A. RANGE OF VARIABLES <ul style="list-style-type: none"> • Sources of information on terms and conditions may include: <ul style="list-style-type: none"> - workplace agreements; relevant union bodies; relevant awards; employment contracts; workplace requirements and etiquette • Industry developments may include: <ul style="list-style-type: none"> - implications of technology changes on employment; industry environment; changes in market conditions • Work practices may include: <ul style="list-style-type: none"> - husbandry; care of equipment; handling of products; materials and crops; farm operations; country etiquette; duty of care; OHS principles • Actions may include reporting; rectifying faults; prevention of damage • Enterprise requirements may be provided orally or in writing 	
B. EVIDENCE GUIDE <ul style="list-style-type: none"> • It is the expectation from the moment of entry to the workplace that people working in this industry will at all levels display positive work characteristics. They will be expected to demonstrate conscientious work behaviours and work as part of a team. At all times, the work behaviour should be responsible, in accordance with safe working practices and promote a professional image for the industry. • Evidence of employment terms and conditions in workplace or simulated environment • Documentation may include employee diaries and workplace records covering: <ul style="list-style-type: none"> - achievement of workplace requirements; work practices; faults and abnormalities which have been identified 	
Key Outcomes The trainee should be: <ul style="list-style-type: none"> • aware of employment conditions • able to work under enterprise/award employment conditions 	

Industry: Rural Area of Competency : Generic: Workplace	
RUA AGCORE1 A Meet industry requirements	
B. EVIDENCE GUIDE (continued) <u>OHS issues that impact upon the performance of this unit</u> OHS issues include the application of agricultural occupational health and safety principles and conformity with relevant legislation and codes of practice in each state and territory, including duties and responsibilities of all parties. <ul style="list-style-type: none"> • This may include: <ul style="list-style-type: none"> - the maintenance and confidentiality of records of accidents, injuries and diseases; records of hazardous substances being used; special information; induction or training related to activities contained within this unit; health and safety representatives and OHS committees in the larger agricultural enterprises • Employee should be aware that risk control should aim to eliminate hazards of any description that may be related to this unit. Otherwise the hierarchy of hazard and risk control in order of most effective to least effective is: <ul style="list-style-type: none"> - change in work practices; use of personal protective clothing and/or equipment • The employee should be made aware of the need for identification and corrective action for hazards pertaining to working in the industry which may include: <ul style="list-style-type: none"> - noise; farm chemicals; venomous animals including snakes and insects; farm dust; solar radiation; electricity; operating machinery on slopes; wind strength and direction when applying farm chemicals; welding hazards; fumes from chemicals; machinery in motion; manual handling, silos <u>Holistic Outcome</u> Employee can work effectively under enterprise/award conditions. <u>Underpinning knowledge and skills</u> <ul style="list-style-type: none"> • A basic working knowledge of: <ul style="list-style-type: none"> - codes of practice; industry awards and conditions; employers expectations; sources of information • The ability to: <ul style="list-style-type: none"> - communicate; use appropriate numeracy and literacy skills efficiently 	
C. ASSESSMENT GUIDE Assessment of this unit is to be conducted in accordance with this Assessment Guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture. <u>Authority managing and conducting assessment, and issuing qualifications</u> Authorised Registered Training Organisation (RTO). <u>Special outcomes of assessment for purposes of licensing by a government or other authority</u> There are no licensing requirements for this unit. <u>Interdependent assessment of units</u> This unit can be assessed independently.	

Industry:	Rural
Area of Competency :	Generic: Workplace

RUA AGCORE1 A Meet industry requirements (continued)
C. ASSESSMENT GUIDE (continued)
Qualifications of Assessor

Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment."

Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria.

Measures to ensure consistency in assessment

These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit.

Where the unit is assessed

Workplace.

Resources required beyond those normally found in a functioning agricultural workplace

In the workplace the employer must have a copy of the relevant award where applicable, an induction program and any other written materials to meet the employer's obligations under the OHS legislation.

Utilisation of key competencies in the performance of this unit

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting, analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
1	1	1	1	1	1	1

- ◇ **Communicating** - in the workplace using enterprise terminology relating to work conditions
- ◇ **Collecting, analysing and organising information** - to ensure safety of self and others
- ◇ **Planning and organising activities** - to ensure coordinated work effort
- ◇ **Working with teams and others** - to ensure safety of self and others
- ◇ **Using mathematical ideas and techniques** - at a level appropriate to work requirements
- ◇ **Solving problems** - to ensure smooth operations
- ◇ **Using technology** - current to enterprise operations

Industry: Rural		This unit is intended for employees without managerial or supervisory responsibilities	
Area of Competency : Generic: Safety			
RUA AGCORE2 A Follow enterprise occupational health and safety (OHS) procedures			
Element of Competency		Performance Criteria	
CORE2.1	Comply with provisions of relevant state OHS legislation	CORE2.1.1	Responsibilities prescribed in OHS legislation for employees are carried out.
		CORE2.1.2	Safety training is undertaken as directed.
		CORE2.1.3	Activity is undertaken in such a manner as to ensure that the health and safety of all others on the farm is not put at risk.
CORE2.2	Follow farm procedures for hazard identification and risk control	CORE2.2.1	Hazards in the farm workplace are recognised and reported to the appropriate person.
		CORE2.2.2	Assessment of risk associated with identified hazards is made in accordance with farm procedures.
		CORE2.2.3	Work for which protective clothing or equipment is required is identified and personal protection equipment is used in accordance with farm procedures.
		CORE2.2.4	Basic safety checks are undertaken before operation on all machinery, including tractors and implements, farm vehicles and motorcycles and relevant action taken according to farm procedures.
		CORE2.2.5	Hazards associated with handling of farm chemicals are identified and notified, and risk assessed in accordance with farm procedures.
		CORE2.2.6	Noise hazards are identified and notified, and risk assessed in accordance with farm procedures.
		CORE2.2.7	Manual handling job risks are assessed prior to activity and work carried out according to currently recommended safe practice.
		CORE2.2.8	Hazards associated with handling animals are identified, risk is assessed and work carried out according to current recommended safe practice.
		COER2.2.9	All farm procedures and work instructions for controlling risk are followed in line with instructions.
		CORE2.2.10	Risks to bystanders, particularly children on farms, are recognised and action is taken to reduce risk associated with jobs on farm.
CORE2.3	Render appropriate emergency procedures	CORE2.3.1	Farm procedures are followed for dealing with accidents, fires and other emergencies.
		CORE2.3.2	Location directions are communicated to emergency personnel.
CORE2.4	Administer first aid	CORE2.4.1	Basic First Aid principles are used to preserve life and minimise injury prior to arrival of medical help.
CORE2.5	Participate in arrangements for maintaining health and safety of all people in the rural workplace	CORE2.5.1	Individuals have input into on-going monitoring and reporting on all aspects of farm safety.
		CORE2.5.2	Individuals assist in developing effective solutions to control the level of risk associated with farm jobs.

<p>Industry: Rural</p> <p>Area of Competency : Generic: Safety</p>	<p>This unit is intended for employees without managerial or supervisory responsibilities</p>
<p>RUA AGCORE2 A Follow enterprise occupational health and safety procedures (continued)</p>	
<p>A. RANGE OF VARIABLES</p> <ul style="list-style-type: none"> • This OHS competency involves application of relevant agricultural occupational health and safety principles and conformity with legislation and codes of practice in each state, including duties and responsibilities of all parties under the general duty of care. • The following of established procedures will maximise personal safety and the safety of others on farm. • Responsibilities of employees under OHS legislation and regulations include: <ul style="list-style-type: none"> - to cooperate with the employer/supervisor in any action taken to comply with OHS legislation; to take reasonable care for own health and safety; to accept responsibility for protection of the health and safety of others through avoidance of personal action which puts others at risk. This includes smoking in the workplace, use of substances which modify mood or behaviour, engaging in horseplay, not wilfully interfering with, or misusing anything provided to protect health and safety, not wilfully placing at risk the health or safety of any person in the workplace • Relevant OHS training of employees includes: <ul style="list-style-type: none"> - OHS induction, specific OHS training, safe tractor operation and maintenance, safe farm motorcycle/ATV operation • Others may include: <ul style="list-style-type: none"> - safe farm chemical use • Hazards in the rural workplace include: <ul style="list-style-type: none"> - agricultural plant and machinery operation and maintenance (including chainsaws and powered tools), vehicles including motorcycles, noise, farm chemicals, manual handling, animals, solar radiation, electricity, firearms, waterways • Rural hazards for which protective clothing or equipment is required includes: <ul style="list-style-type: none"> - noise associated with farm plant, machinery and animals, pesticides, dusts, work in the sun, welding, use of grinders • Hazardous manual handling tasks include: <ul style="list-style-type: none"> - moving, lifting, carrying of bags, drums, cartons, animals, bales, shovelling, loading materials, pulling pushing, up-ending materials, chipping weeds, picking fruit, vegetables, shearing sheep, goats • Risks associated with animals include: <ul style="list-style-type: none"> - kicks and crushes associated with stock handling charging, butting, goring by bulls, rams, lifting, moving animals, zoonoses, horse handling, shearing of animals, on farm animal slaughter • Personal Protective Equipment (PPE) may include: <ul style="list-style-type: none"> - ear protection, eye protection, chemical protection, protective clothing, head gear • Risks to bystanders, particularly children, include: <ul style="list-style-type: none"> - drowning in farm waterways, runover and injury associated with farm vehicles and machinery, exposure to farm noise, splash and scalding in farm dairies • Farm workplace procedures will include: <ul style="list-style-type: none"> - hazard policies and procedures, emergency policies and procedures, procedures for use of personal protective clothing and equipment, hazard identification and issue resolution procedures, job procedures and work instructions, reporting procedures, the installation of workplace safety signage • OHS emergencies on rural workplaces include: <ul style="list-style-type: none"> - electrocution, fire, flood, chemical spills, storms and cyclones, gases in confined spaces, gas leaks, serious injury associated with tractors, machines, animals, vehicles, firearms, grain suffocation, • It is recommended that First Aid training be undertaken through registered training provider, eg. Red Cross, St. John 	

<p>Industry: Rural</p> <p>Area of Competency : Generic: Safety</p>	<p>This unit is intended for employees without managerial or supervisory responsibilities</p>
<p>RUA AGCORE2 A Follow enterprise occupational health and safety procedures (continued)</p>	
<p>B. EVIDENCE GUIDE</p> <p><u>Key Outcomes</u></p> <ul style="list-style-type: none"> • Safe completion of work tasks by worker • The safety of all persons on the farm <p><u>OHS that impact upon the performance of this unit</u></p> <ul style="list-style-type: none"> • OHS risk management is the basis of this unit. • OHS legislation, relevant regulations and codes of practice in each state <p><u>Holistic Outcome</u></p> <p>OHS risk is minimised in the operation of a farm workplace.</p> <p><u>Underpinning knowledge and skills</u></p> <ul style="list-style-type: none"> • A basic working knowledge of significant hazards in the rural workplace is required • Evidence of a basic understanding of relevant symbols used for rural occupational health and safety is required • The ability to: <ul style="list-style-type: none"> - readily identify hazards, demonstrate a mature approach to the daily application of safe working practices 	
<p>C. ASSESSMENT GUIDE</p> <p>Assessment of this unit is to be conducted in accordance with this Assessment Guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture.</p> <p><u>Authority managing and conducting assessment, and issuing qualifications</u></p> <p>Authorised Registered Training Organisation (RTO).</p> <p><u>Special outcomes of assessment for purposes of licensing by a government or other authority</u></p> <p>Demonstrated competence in the elements of this unit is essential to ensure compliance with relevant OHS legislation.</p> <p><u>Interdependent assessment of units</u></p> <p>This unit can be assessed independently.</p> <p><u>Qualifications of Assessor</u></p> <p>Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment."</p> <p>Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria.</p> <p><u>Measures to ensure consistency in assessment</u></p> <p>These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit.</p> <p><u>Where the unit is assessed</u></p> <p>Competency is to be demonstrated in an agricultural workplace or in a situation which reproduces agricultural workplace conditions.</p> <p><u>Resources required beyond those normally found in a functioning agricultural workplace</u></p> <p>There are no additional resources required for assessment of this unit.</p>	
<p>Industry: Rural</p> <p>Area of Competency : Generic: Safety</p>	<p>This unit is intended for employees without managerial or supervisory responsibilities</p>
<p>RUA AGCORE2 A Follow enterprise occupational health and safety procedures (continued)</p>	

Utilisation of key competencies in the performance of this unit

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting, analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
1	1	1	1	1	1	1

- ◇ **Communicating** - with other workers and supervisors on the property
- ◇ **Collecting, analysing and organising information** - on hazards on the farm, and implementing relevant farm procedures
- ◇ **Planning and organising activities** - for occupational health and safety procedures
- ◇ **Working with teams and others** - to carry out safe working practices
- ◇ **Using mathematical ideas and techniques** - to calculate costs, evacuation times, etc.
- ◇ **Solving problems** - of accidents or occupational health and safety implementation
- ◇ **Using technology** - to communicate and record

Industry: Rural Area of Competency : Generic: Safety	
RUA AGCORE3 A Use hazardous substances safely	
Element of Competency	Performance Criteria
CORE3.1 Handle hazardous substances	CORE3.1.1 Specific hazardous substance is identified from the label and applicable manufacturer's safety data sheet. CORE3.1.2 Selected hazardous substance is handled in safe containers or packages under instruction from the supervisor or manager
CORE3.2 Store hazardous substances	CORE3.2.1 Storage for hazardous substances is checked for compliance with industry standards in line with instructions. CORE3.2.2 Regular participation in the conduct of safety audits maximising the individual's awareness of safety issues. CORE3.2.3 Required hazardous substances are estimated and industry standard storage conditions established according to instructions.
CORE3.3 Transport hazardous substances	CORE3.3.1 Transport mode and procedures are established in consultation with the manager or supervisor as instructed. CORE3.3.2 Hazardous substances are loaded or decanted into secure containers or packaging in line with work programs. CORE3.3.3 Load is secured or sealed to ensure safety and eliminate spillage according to enterprise policy. CORE3.3.4 Transport of hazardous substances is completed in line with established procedures, and movements recorded according to enterprise policy.
CORE3.4 Use hazardous substances	CORE3.4.1 Personal protective equipment suited to the task is selected and fitted or worn. CORE3.4.2 Selected hazardous substance is removed from storage and used in accordance with the label instructions or workplace requirements. CORE3.4.3 Containers and unused hazardous substances are disposed of in accordance with established workplace procedures.
CORE3.5 Act in emergency situations with hazardous substances	CORE3.5.1 Emergency incidence is notified to appropriate authorities in the workplace. CORE3.5.2 Clear identification of the nature of the emergency is established in consultation with the workplace supervisor. CORE3.5.3 Direction is sought from the supervisor or workplace notices to establish the role of the individual in the emergency
A. RANGE OF VARIABLES <ul style="list-style-type: none"> Hazardous substances may include: <ul style="list-style-type: none"> paints and solvents, welding and LP gases in the workshop, fumigants, fuels and oils, pesticides, weedicides, baits, anhydrous gases, coolants and refrigerants, systemics, animal medicines and treatments, human medicines and treatments, alkaline and caustic substances, acids, detergents & wetting agents, detergent "bombs" Handling and using hazardous substances may include: <ul style="list-style-type: none"> spraying, use of application equipment, decanting liquids, refuelling, transport and cartage, use of industrial gases Suitable or industry standard storage conditions may include: <ul style="list-style-type: none"> security systems, elevated storage, fans and ventilation, drainage systems, separation of incompatible materials, warning signage as required, workplace notices 	

Industry: Rural Area of Competency : Generic: Safety	
RUA AGCORE3 A Use hazardous substances safely (continued)	
A. RANGE OF VARIABLES (continued) <ul style="list-style-type: none"> Enterprise policy may include: <ul style="list-style-type: none"> protocols for record keeping, provision of personal protective equipment, instructions to personnel, record of governing legislation Disposal of containers or quantities of left over hazardous substances will be carried out in line with workplace procedures developed from: <ul style="list-style-type: none"> State or local government regulation relating to hazardous substances, Manufacturers label directions, Farmcare recommendations, Australian Veterinary and Chemical Association (AVCA) recommendations Emergency situations may include : <ul style="list-style-type: none"> spilt fuels or other substances, use of incorrect substances, fire, contact with skin or eyes, leaking or damaged containers, explosion, mixing of incompatible materials, contamination of feed or water supplies, container disposal problems 	
B. EVIDENCE GUIDE <p><u>Key Outcomes</u></p> <ul style="list-style-type: none"> Hazardous substances are handled in line with instructions and industry standards for safety in the workplace Hazardous substances are stored in line with established industry standards Transport of hazardous substances and procedures adopted reflect industry best practice Hazardous substances are used as required to complete workplace routines Reaction to emergencies is programmed and safety optimised. <p><u>OHS issues that impact upon the performance of this unit</u></p> <ul style="list-style-type: none"> Relevant OHS hazards identification, risk assessment and risk control measures. These include: <ul style="list-style-type: none"> safe system and procedures for handling, transportation and storage of hazardous substances safe manual handling systems and procedures selection, use and maintenance of relevant personal protective clothing and equipment safe operation and maintenance of farm machinery and equipment OHS legislation, relevant regulations and codes of practice in each state, including: <ul style="list-style-type: none"> Occupational Health and Safety Act of the state Regulations and/or Codes of practice pertaining to Hazardous Substances Regulations and/or Codes of Practice pertaining to Plant Regulations and/or Codes of Practice pertaining to S7 Chemicals <p><u>Holistic Outcome</u></p> <p>Hazardous substances are safely and competently used in the rural workplace.</p> <p><u>Underpinning knowledge and skills</u></p> <ul style="list-style-type: none"> A background working knowledge of: <ul style="list-style-type: none"> hazardous substances that occur in the rural workplace relevant to the industry sector drills and protocols dealing with hazardous substance issues who to contact and who to report to in the workplace about hazardous substance matters rural mathematics and the basis of rural calculations The ability to: <ul style="list-style-type: none"> read and interpret written instructions and hazardous substance labelling communicate with other workplace personnel understand and act on verbal instructions manually or electronically record details of hazardous substance usage or emergency incidence critically observe and accurately report on safety hazards in the workplace adopt safe work strategies as an integral part of workplace routines 	

Industry: Rural

Area of Competency : Generic: Safety

RUA AGCORE3 A Use hazardous substances safely (continued)

C. ASSESSMENT GUIDE

Assessment of this unit is to be conducted in accordance with this Assessment Guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture.

Authority managing and conducting assessments and issuing qualifications

Authorised Registered Training Organisation (RTO).

Special outcomes of assessment for purposes of licensing by a government or other authority

The use of hazardous substances may require licensing from State Health or other regulatory authorities.

Interdependent assessment of units

This unit can be assessed independently

Qualifications of Assessor

Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment."

Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria.

Measures to ensure consistency in assessment

These measures are described in the Assessment Guidelines of the industry-endorsed Trainers' Guide for the unit.

Where this unit is assessed

Competency is to be demonstrated in an agricultural workplace or in a situation, which reproduces agricultural workplace conditions.

Resources required beyond those normally found in a functioning agricultural workplace

There are no additional resources required for assessment of this unit

Utilisation of key competencies in the performance of this unit

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting, analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
1	1	1	1	1	1	1

- ◇ **Communicating** – with other workplace personnel
- ◇ **Collecting, analysing and organising information** – on usage requirements and detail
- ◇ **Planning and organising activities** – to safely use hazardous substances
- ◇ **Working with teams and others** - to ensure the safe usage of hazardous substances
- ◇ **Using mathematical ideas and techniques** – to calculate volumes and dilutions
- ◇ **Solving problems** – of spillage and safety hazards
- ◇ **Using technology** – to record usage and communicate with other network personnel

Industry: Rural Area of Competency : Generic: Workplace	
RUA AGCORE4 A Communicate in the workplace	
Element of Competency	Performance Criteria
CORE4.1 Gather, record and convey data	CORE4.1.1 Required data sources are identified and accessed. CORE4.1.2 Data is organised in accordance with enterprise requirements.
CORE4.2 Gather, record and provide information in response to workplace requirements	CORE4.2.1 Sources of required information are identified and appropriate contact established. CORE4.2.2 Personal interaction is courteous and inquiries carried out clearly and concisely. CORE4.2.3 Defined workplace procedures for the location and storage of information are utilised. CORE4.2.4 Information is recorded in a complete, accurate and legible manner.
CORE4.3 Participate in work groups or teams	CORE4.3.1 Interaction with workgroups is completed in line with enterprise requirements. CORE4.3.2 Group decisions are read or interpreted and understanding demonstrated through their implementation.
CORE4.4 Participate in workplace meetings	CORE4.4.1 Meeting inputs are consistent with the meeting purpose and established protocols. CORE4.4.2 Meeting outcomes are understood and implemented.
CORE4.5 Interact with others in the workplace	CORE4.5.1 Interaction with others in the workplace is completed in line with enterprise requirements. CORE4.5.2 Contact is initiated when appropriate and interaction is consistent with the needs of the enterprise. CORE4.5.3 The requirements of individuals external to the enterprise are clarified and facilitated as required. CORE4.5.4 Information is conveyed in a clear manner in line with the situation requirements. CORE4.5.5 Industry standards for courtesy and protocol are observed in all workplace interaction. CORE4.5.6 Personal presentation is in line with individual workplace requirements.
CORE4.6 Communicate with the industry network	CORE4.6.1 Regular and positive communication is facilitated with the total range of industry participants. CORE4.6.2 Progressive reports are regularly provided to the property owner or manager. CORE4.6.3 Regular participation in staff meetings ensures that well developed lines of communication are established and maintained
A. RANGE OF VARIABLES <ul style="list-style-type: none"> • Data storage may include manual or computer based filing systems • Types of data may include: <ul style="list-style-type: none"> - rainfall, messages, enterprise specific data, industry network details • Enterprise requirements for data organisation may include : <ul style="list-style-type: none"> - clear and concise organisation, defined procedures for storage, accurate and legible recording • Participation in work teams should include actions which are: <ul style="list-style-type: none"> - supportive and efficient, effective and courteous, demonstrate initiative • Interaction with others should at all times be: <ul style="list-style-type: none"> - efficient, effective, responsive, courteous and supportive, utilise correct forms of greeting, utilise identification and address as required, present the enterprise in a positive way 	

Industry: Rural Area of Competency : Generic: Workplace	
RUA AGCORE4 A Communicate in the workplace (continued)	
A. RANGE OF VARIABLES (continued) <ul style="list-style-type: none"> • Compliance with meeting protocols may include : <ul style="list-style-type: none"> - observing meeting convention, compliance with meeting decisions, obeying meeting instructions • Industry standards for workplace interaction may specify: <ul style="list-style-type: none"> - courtesy requirements, discretion, confidentiality, structured follow-up procedures • Personal presentation standards in the workplace may include: <ul style="list-style-type: none"> - dress requirements for personal safety in the working environment, the wearing or use of personal protective equipment, personal and workplace hygiene and personal presentation for safety, eg the need to cover long hair or jewellery • Other contacts of the enterprise may include: <ul style="list-style-type: none"> - suppliers, industry bodies, local government, regulatory bodies, trade personnel, training personnel, contractors, advisers • Communication may be carried out through: <ul style="list-style-type: none"> - face to face communication, telephones, written means, computers, e-mail, facsimile, 2-way radio, mobile phones, attendance at industry forums, paging systems, answering machines • Specified data is collected and collated as required • Workplace information is accessed from the range of identified contacts and recorded in the enterprise record. • Communication is facilitated through interaction with workplace teams • Active participation in workplace meetings and activities reinforces the individual's involvement in the communication process. • Sound communication strategies are adopted to communicate with other workplace personnel. • Communication with the industry network provides linkages with the total range of information sources. 	
B. EVIDENCE GUIDE <p>Key Outcomes</p> <ul style="list-style-type: none"> • Specified data is collected and collated as required • Workplace information is accessed from the range of identified contacts and recorded in the enterprise record. • Communication is facilitated through interaction with workplace teams • Active participation in workplace meetings and activities reinforces the individual's involvement in the communication process. • Sound communication strategies are adopted to communicate with other workplace personnel. • Communication with the industry network provides linkages with the total range of information sources <p>OHS issues that impact upon the performance of this unit Communication skills relate to relevant OHS hazards identification, risk assessment and risk control measures. Requirements include:</p> <ul style="list-style-type: none"> • effective communication regarding OHS in the workplace • effective communication of roles and responsibilities from management with regard to OHS issues and the induction of new workers • communication and participation in matters relating to OHS training • communication with other industry participants regarding OHS codes and regulations, and best OHS practice for the industry • communication with OHS professionals or instructors • communication systems for effective emergency response <p>Holistic Outcome Communication in and from the workplace is maximised.</p>	

Industry: Rural Area of Competency : Generic: Workplace	
RUA AGCORE4 A Communicate in the workplace (continued)	

B EVIDENCE GUIDE (continued)**Underpinning knowledge and skills**

- A basic working knowledge of:
 - the industry networks, effective communication, different modes of communication, written communication, effective communication in a work team
- The ability to:
 - gather record and convey data
 - gather, record and provide information in response to workplace requirements
 - participate effectively in work groups or teams
 - actively participate in workplace meetings
 - interact with others in the workplace

C ASSESSMENT GUIDE

Assessment of this unit is to be conducted in accordance with this Assessment Guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture.

Authority managing and conducting assessments and issuing qualifications

Authorised Registered Training Organisation (RTO).

Special outcomes of assessment for purposes of licensing by a government or other authority

There are no mandatory licensing requirements for this unit.

Interdependent assessment of units

This unit can be assessed independently

Qualifications of Assessor

Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment."

Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria.

Measures to ensure consistency in assessment

These measures are described in the Assessment Guidelines of the industry-endorsed Trainers' Guide for the unit.

Where this unit is assessed

Competency is to be demonstrated in an agricultural workplace or in a situation which reproduces agricultural workplace conditions.

Resources required beyond those normally found in a functioning agricultural workplace

There are no additional resources required for assessment of this unit

Utilisation of key competencies in the performance of this unit

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting, analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
1	1	1	1	1	1	1

- ◇ **Communicating** – with other workplace personnel and the industry network
- ◇ **Collecting, analysing and organising information** – required in the workplace
- ◇ **Planning and organising activities** – of workplace teams
- ◇ **Working with teams and others** - to maximise communication between all personnel
- ◇ **Using mathematical ideas and techniques** – to calculate and record workplace information
- ◇ **Solving problems** – of emergencies or communication breakdown
- ◇ **Using technology** – to communicate and calculate

Industry: Rural Area of Competency : Generic: Safety	
RUA AGCORE5 A Act to minimise emergencies and respond to a variety of situations	
Element of Competency	Performance Criteria
CORE5.1 Act to minimise emergency situations	CORE5.1.1 Appropriate actions are taken to maximise safety and minimise health hazards in the workshop and on site. CORE5.1.2 Machinery handling and actions minimises risks to all personnel. CORE5.1.3 Regular checks of environs are carried out to minimise potential hazards.
CORE5.2 Act as instructed in emergencies	CORE5.2.1 Contingency plans are activated for emergencies in compliance with the relevant legislation. CORE5.2.2 Emergency procedures are carried out as required by established workplace policy.
CORE5.3 Implement fire prevention and control on site and in the workshop	CORE5.3.1 Fire hazards are minimised as specified in workshop and fuelling procedures. CORE5.3.2 Appropriate fire extinguishers and fire fighting plant are used in fire situations and appropriate authority notified according to laid-down procedures. CORE5.3.3 Evacuation procedures are implemented as instructed according to workplace policy.
CORE5.4 Deal with gas emergencies	CORE5.4.1 An acquired knowledge of the properties of industrial gases is demonstrated in the conduct of daily routines. CORE5.4.2 Specific safety procedures for the handling and use of industrial gases are carried out in line with standard industry practice.
A. RANGE OF VARIABLES <ul style="list-style-type: none"> The Performance Criteria 5.4.1 and 5.4.2 for persons in the Cotton Production industry and other industries using anhydrous ammonia are to be specifically related to anhydrous ammonia. Emergency situations that impact upon the operation are: <ul style="list-style-type: none"> fire, fuel spillage, anhydrous ammonia emergencies, chemical spillage Emergency situations can also arise due to a range of trauma situations, eg: <ul style="list-style-type: none"> road accidents, snake bite or poisonings, respiratory or cardiac arrest, electrocution Emergency workplace procedures may include: <ul style="list-style-type: none"> dressing wounds, bandaging, resuscitation, directing emergency crews Industrial gases may include: <ul style="list-style-type: none"> compressed and liquefied fuel gases, oxygen, acetylene, nitrogen, anhydrous ammonia, carbon dioxide 	
B. EVIDENCE GUIDE <p>Key Outcome A basic working knowledge of safety standards and their application in the operation and maintenance of vehicles and equipment is vital in preventing accidents either on site or in the workshop.</p> <p>OHS that impact upon the performance of this unit Relevant OHS hazards identification, risk assessment and risk control measures. These include:</p> <ul style="list-style-type: none"> Regular conduct of safety audits Fitting of safety apparel to personnel Fitting of guards to machinery <p>Holistic Outcome Incidence of emergencies minimised and actual occurrences quickly and efficiently dealt with.</p> <p>Underpinning knowledge and skills</p> <ul style="list-style-type: none"> A basic working knowledge of: <ul style="list-style-type: none"> the provisions of relevant state OH&S legislation the use of safe working practices is paramount in avoiding dangerous situations in the work environment A basic working knowledge of emergency network is crucial in this unit The ability to: <ul style="list-style-type: none"> respond positively to emergencies in line with practised actions. 	
Industry: Rural Area of Competency : Generic: Safety	

RUA AGCORE5 A Act to minimise emergencies and respond to a variety of situations (cont)**C. ASSESSMENT GUIDE**

Assessment of this unit is to be conducted in accordance with this Assessment Guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture.

Authority managing and conducting assessment, and issuing qualifications

Authorised Registered Training Organisation (RTO).

Special outcomes of assessment for purposes of licensing by a government or other authority

Varying state legislation for Occupational Health and Safety may prescribe additional requirements in this area.

Interdependent assessment of units

This unit can be assessed independently.

Qualifications of Assessor

Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment."

Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria.

Measures to ensure consistency in assessment

These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit.

Where the unit is assessed

Competency is to be demonstrated in an agricultural workplace or in a situation which reproduces agricultural workplace conditions.

Resources required beyond those normally found in a functioning agricultural workplace

Additional resources may be required beyond those normally prescribed by relevant OH&S legislation to overcome specific site or workplace hazards.

Utilisation of key competencies in the performance of this unit

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting, analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
1	1	1	1	1	1	1

- ◇ **Communicating** - plant operators, landholders and regulatory staff
- ◇ **Collecting, analysing and organising information** and accurately reporting to appropriate authorities
- ◇ **Planning and organising activities** - in line with laid down practice procedures
- ◇ **Working with teams and others** - to minimise the incidence of emergencies
- ◇ **Using mathematical ideas and techniques** - to calculate pulse rates
- ◇ **Solving problems** - establishing solutions to preserve life or counteract emergencies
- ◇ **Using technology** - in particular a respect of telecommunications equipment

Industry: Rural Area of Competency: Generic: Workplace	
RUA AGCORE6 A Plan daily work routines	
Element of Competency	Performance Criteria
CORE6.1 Interpret work schedules	CORE6.1.1 Interpretation is consistent with the schedule and tasks defined. CORE6.1.2 A number of work activities are integrated. CORE6.1.3 Priorities are established consistent with workplace requirements.
CORE6.2 Organise materials and equipment	CORE6.2.1 Availability of materials and equipment is consistent with work schedules and the requirements of the tasks.
CORE6.3 Respond to problems as they occur	CORE6.3.1 Response takes into account commercial responsibilities and constraints. CORE6.3.2 Response maintains a quality outcome, minimises impact on work schedules and reflects accurate knowledge of the products and processes used in the workplace. CORE6.3.3 Response is consistent with workplace priorities and requirements.
A. RANGE OF VARIABLES <ul style="list-style-type: none"> It is not necessary at this level to have a comprehensive knowledge of all products and processes used on the enterprise. Work activities may include: <ul style="list-style-type: none"> daily routines, periodic routines, ad hoc activities 	
B. EVIDENCE GUIDE <p><u>Key Outcome</u> Competency in planning daily work routines</p> <p><u>OHS issues that impact upon the performance of this unit</u> The rights and responsibilities of employers and employees under the relevant state and workplace OHS legislation</p> <p><u>Holistic Outcome</u> Effective and responsive use of time and resources in planning daily work routines</p> <p><u>Underpinning knowledge and skills</u></p> <ul style="list-style-type: none"> A basic working knowledge of: <ul style="list-style-type: none"> products and processes used in the workplace (refer to Range of Variables above) The ability to: <ul style="list-style-type: none"> allocate resources and time account for one's decisions reconcile conflicting requirements 	
C. ASSESSMENT GUIDE <p>Assessment of this unit is to be conducted in accordance with this Assessment Guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture.</p> <p><u>Authority managing and conducting assessment, and issuing qualifications</u> Authorised Registered Training Organisation (RTO).</p> <p><u>Special outcomes of assessment for purposes of licensing by a government or other authority</u> There are no licensing requirements for this unit.</p>	

Industry:	Rural
Area of Competency:	Generic: Workplace

RUA AGCORE6 A Plan daily work routines (continued)
C. ASSESSMENT GUIDE (continued)
Interdependent assessment of units

This unit can be assessed independently.

Qualifications of Assessor

Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment."

Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria.

Measures to ensure consistency in assessment

These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit.

Where the unit is assessed

Competency is to be demonstrated in an agricultural workplace or in a situation which reproduces agricultural workplace conditions.

Resources required beyond those normally found in a functioning agricultural workplace

The range of resources required for assessment can be provided either in the workplace or a simulated working environment structured in a training situation.

- Resources may include:
 - normally occurring workplace resources
 - facilities / resources required for simulations or role plays
 - sample work schedules
 - worksheets
 - diary
 - workplace policies, guidelines and checklists
 - relevant OHS legislation and regulations
 - codes of practice
 - personal protective clothing and equipment

Utilisation of key competencies in the performance of this unit

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting, analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
1	1	1	1	1	1	1

- ◇ **Communicating** - with supervisor, other farm personnel
- ◇ **Collecting, analysing and organising information** - interpreting work schedules, determining availability of materials and equipment, drawing up daily work routines
- ◇ **Planning and organising activities** - daily work routines
- ◇ **Working with teams and others** - in work teams
- ◇ **Using mathematical ideas and techniques** - scheduling times, estimating quantities of materials required
- ◇ **Solving problems** - prioritising and allocating time for work activities, responding to problems as they occur in daily work routines
- ◇ **Using technology** - to record and communicate

LEVEL

2

Industry: Rural Area of Competency : Wool Handling Sector: Wool Harvesting	
RUA AG2430WH A Fulfil employment requirements	
Element of Competency	Performance Criteria
2430.1 Obtain a work contract	2430.1.1 Work contracts are actively sought in person and by telephone. 2430.1.2 Employment terms and conditions are agreed and checked against the award. 2430.1.3 Written agreement is entered into. 2430.1.4 Tax file numbers are applied for. 2430.1.5 Tax exemptions are claimed where applicable.
2430.2 Manage time	2430.2.1 Work and personal time schedules are organised to meet enterprise requirements.
2430.3 Complete work documentation	2430.3.1 Wage, tax and other deductions are checked and agreed. 2430.3.2 Superannuation arrangements are completed. 2430.3.3 Compensation procedures are followed.
2430.4 Communicate in the workplace	2430.4.1 Accurate and reliable messages are sent and received. 2430.4.2 Instructions from person in charge are clarified and followed.
2430.5 Maintain quality management procedures	2430.5.1 Wool quality and hygiene practices implemented to industry code of practice.
A. RANGE OF VARIABLES <ul style="list-style-type: none"> • Work contracts may include <ul style="list-style-type: none"> - a statement of duties, terms and conditions of employment, hours of work, superannuation, rates of pay, leave entitlements • Person in charge may include manager, owner, classer, overseer. • Shed hygiene includes dealing with different types and sources of wool contamination. • Tax file numbers are issued to taxpayers by the Australian Taxation Office. • Compensation procedures are those relating to Workers Compensation for injuries sustained at work. 	
B. EVIDENCE GUIDE <p>Key Outcomes The key outcome of this unit of competency is the establishment and maintenance of appropriate employment arrangements and work requirements.</p> <p>OHS issues that impact upon the performance of this unit Relevant OHS hazards identification, risk assessment and risk control measures. These include:</p> <ul style="list-style-type: none"> • safety induction training is provided before commencing work • Consideration of OHS issues for this unit may include a consideration of the proposed National Code of Practice for the Shearing Industry (Health, Safety and Welfare standards) published by the Australian Workers Union <p>Holistic Outcome The establishment and maintenance of appropriate employment arrangements is essential for those seeking a career in this industry.</p>	

Industry: Rural Area of Competency : Wool Handling Sector: Wool Harvesting	
RUA AG2430WH A Fulfil employment requirements (continued)	
B. EVIDENCE GUIDE (continued) <u>Underpinning knowledge and skills</u> <ul style="list-style-type: none"> • A basic working knowledge of: <ul style="list-style-type: none"> - industry awards and conditions - communication - industry code of practice - quality management of wool - contracts of employment - group certificates - tax schedules - superannuation - workers compensation • The ability to: <ul style="list-style-type: none"> - use the telephone - be interviewed for a job - communicate in the workplace - plan and manage time - complete work documentation - carry out quality management procedures - fulfil work obligations 	
C. ASSESSMENT GUIDE Assessment of this unit is to be conducted in accordance with this Assessment guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture. <u>Authority managing and conducting assessment, and issuing qualifications</u> Authorised Registered Training Organisation (RTO). <u>Special outcomes of assessment for purposes of licensing by a government or other authority</u> There are no licensing requirements for this unit. <u>Interdependent assessment of units</u> Assessment will need to consider relevant numeracy/literacy skills in completion and signing of work documentation. This unit could be assessed in conjunction with RUA AG2431WH A <i>Meet workplace health and safety requirements</i> . <u>Qualifications of Assessor</u> Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: “Conduct Assessment in Accordance with an Established Assessment Procedure” and “Plan and Review Assessment.” Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria.	

Industry: Rural Area of Competency : Wool Handling Sector: Wool Harvesting	
RUA AG2430WH A	Fulfil employment requirements (continued)
C. ASSESSMENT GUIDE (continued) <u>Measures to ensure consistency in assessment</u> These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit. <u>Where the unit is assessed</u> In the workplace. <u>Resources required beyond those normally found in a functioning agricultural workplace</u> There are no additional resources required for assessment of this unit.	

Utilisation of key competencies in the performance of this unit

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
1	1	1	1	1	1	1

- ◇ **Communicating** - with prospective employers, person in charge
- ◇ **Collecting, analysing & organising information** - on employment options, work documentation
- ◇ **Planning & organising activities** - work and personal time scheduling
- ◇ **Working with teams & others** - working in shed with others
- ◇ **Using mathematical ideas & techniques** - calculate pay rate and superannuation
- ◇ **Solving problems** - related to seeking employment and the preparation of job applications
- ◇ **Using technology** - use telephone and fax machines

Industry: Rural Area of Competency : Wool Handling Sector: Wool Harvesting	
RUA AG2431WH A Meet workplace health and safety requirements	
Element of Competency	Performance Criteria
2431.1 Adopt safe work practices	2431.1.1 Personal health and hygiene are maintained by following the relevant Code of Practice 2431.1.2 Policies and Acts covering health, safety and welfare are observed by following the relevant Code of Practice 2431.1.3 Protective clothing and safety equipment used in accordance with enterprise safety plans and policies 2431.1.4 Correct manual handling techniques are used in accordance with safety policy of the enterprise 2431.1.5 Workplace hazards and design faults are reported to person in charge
2431.2 Act in emergencies	2431.2.1 Personal tasks are carried out in emergency situations in accordance with the enterprise safety policy. 2431.2.2 Actions are prompt, calm and constructive.
2431.3 Maintain health and fitness	2431.3.1 Appropriate health and fitness are maintained to enterprise requirements.
A. RANGE OF VARIABLES <ul style="list-style-type: none"> • Person in charge may include: <ul style="list-style-type: none"> - the grower, a contractor, shed manager, classer or other owner's representative. • Codes of Practice exist at a state level • Hazards may include: <ul style="list-style-type: none"> - loose flooring, drive belts, grinding discs, steps, uncontrolled animals, faulty equipment, bale fasteners and hooks, engine fumes, fuel, farm chemicals, unguarded equipment, handpieces, animal diseases, inadequate lighting, grinders and bright boys to be used only in the designated areas • Emergencies may include: <ul style="list-style-type: none"> - fire, flood, tempest, accidents, chemical spills, electrical faults, mechanical breakdown, altercations, inappropriate use of firearms, power failure, quarantine breakdown, earthquakes, gas leaks, animal attacks, effluent and water supply breakdown, leaking roofs • Policies and Acts include: <ul style="list-style-type: none"> - relevant state OHS legislation and regulations, workplace policies on safety and quality assurance • Protective and appropriate clothing includes: <ul style="list-style-type: none"> - enclosed footwear, safety glasses for grinding, tying back long hair, clothing that is not loose, torn or frayed. • Safety equipment includes: <ul style="list-style-type: none"> - first aid kits, fire extinguishers, machinery guards 	

Industry: Rural Area of Competency : Wool Handling Sector: Wool Harvesting	
RUA AG2431WH A Meet workplace health and safety requirements (continued)	
B. EVIDENCE GUIDE <u>Key Outcomes</u> The key outcome of this unit of competency is the adoption of workplace health and safety requirements. <u>OHS issues that impact upon the performance of this unit</u> <ul style="list-style-type: none"> • This unit covers OHS issues in the workplace. • Consideration of OHS issues for this unit may include a consideration of the proposed National Code of Practice for the Shearing Industry (Health, Safety and Welfare standards) published by the Australian Workers Union <u>Holistic Outcome</u> The adoption and maintenance of health and safety requirements is a legal requirement of employees. <u>Underpinning knowledge and skills</u> <ul style="list-style-type: none"> • A basic working knowledge of: <ul style="list-style-type: none"> - safety procedures for shearing sheds - policies and acts relating to health and safety - workplace policies and procedures - sheep/dog diseases transmissible to humans • The ability to: <ul style="list-style-type: none"> - carry out safe work practices and act appropriately in emergencies - carry out physical exercises to maintain fitness and avoid personal damage or injury - maintain records of accidents and emergencies - maintain inventories of safety requirements 	
C. ASSESSMENT GUIDE Assessment of this unit is to be conducted in accordance with this Assessment guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture. <u>Authority managing and conducting assessment, and issuing qualifications</u> Authorised Registered Training Organisation (RTO). <u>Special outcomes of assessment for purposes of licensing by a government or other authority</u> There are no licensing requirements for this unit. <u>Interdependent assessment of units</u> This unit could be assessed in conjunction with all Level 2 and 3 units of competency. <u>Qualifications of Assessor</u> Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment." Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria.	

Industry: Rural Area of Competency : Wool Handling Sector: Wool Harvesting	
RUA AG2431WH A	Meet workplace health and safety requirements (continued)
C. ASSESSMENT GUIDE (continued) <u>Measures to ensure consistency in assessment</u> These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit. <u>Where the unit is assessed</u> In the workplace. <u>Resources required beyond those normally found in a functioning agricultural workplace</u> There are no additional resources required for assessment of this unit.	

Utilisation of key competencies in the performance of this unit

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
1	1	1	1	-	1	1

- ◇ **Communicating** - with fellow workers and person in charge, maintain records
- ◇ **Collecting, analysing & organising information** - maintain awareness of safety practices & procedures
- ◇ **Planning & organising activities** - arranging appropriate safety equipment
- ◇ **Working with teams & others** - safe working in shed with others
- ◇ **Using mathematical ideas & techniques** - not applicable
- ◇ **Solving problems** - identify safety hazards and responding appropriately
- ◇ **Using technology** - use safety equipment

Industry: Rural Area of Competency : Wool Handling Sector: Wool Harvesting	
RUA AG2432WH A Pen up sheep	
Element of Competency	Performance Criteria
2432.1 Fill pens for shearing	2432.1.1 Sheep are penned by mobs in accordance with the shearing plan 2432.1.2 Pen density is arranged to avoid crushing, trampling or soiling of wool. 2432.1.3 Gates are secured to prevent mixing of mobs or sheep escaping onto the board.
2432.2 Monitor numbers in each catching pen	2432.2.1 Sheep numbers are checked in catching pens to ensure continuous supply to shearers. 2432.2.2 Speed of shearers is noted and numbers of sheep in catching pens arranged so that shearers all complete shearing at or near mob cutout.
2432.3 Refill catching pens	2432.3.1 Catching pens are filled as they empty to maintain supply to shearers. 2432.3.2 Other pens are refilled as required.
2432.4 Keep mobs separate	2432.4.1 Pens are filled with sheep from only one mob to avoid mixing mobs and wool types. 2432.4.2 Mob cutout is communicated to shed person in charge. 2432.4.3 Sheep moved to other catching pens to effect mob cutout simultaneously.
2432.5 Avoid contamination	2432.5.1 Contamination with dog hair is avoided. 2432.5.2 Pens are checked to maintain sheep in standing position to avoid soiling of wool .
A. RANGE OF VARIABLES <ul style="list-style-type: none"> Person in charge includes manager, classer, owner, overseer. Catching pens include; front fill, back fill and side fill pens. 	
B. EVIDENCE GUIDE <p>Key Outcome The key outcome of this Unit of Competency is the continuous supply of sheep with uncontaminated wool to shearers.</p> <p>OHS issues that impact on the performance of this unit Relevant OHS hazards identification, risk assessment and risk control measures. These include:</p> <ul style="list-style-type: none"> safe manual handling systems and procedures safe systems and procedures in maintaining house keeping to reduce slip and trip hazards safe livestock handling systems and procedures, additional caution is needed when handling rams appropriate clothing and foot wear is worn to prevent feet crushing and skin abrasions yards and gates are in good working order, ie. gates swing and latch freely Consideration of OHS issues for this unit may include a consideration of the proposed National Code of Practice for the Shearing Industry (Health, Safety and Welfare standards) published by the Australian Workers Union <p>Holistic Outcome The continuous supply of sheep with uncontaminated wool to shearers is a critical factor towards the efficiency of a wool harvesting operation.</p>	

Industry: Rural Area of Competency : Wool Handling Sector: Wool Harvesting	
RUA AG2432WH A	Pen up sheet (continued)
B. EVIDENCE GUIDE (continued) <u>Underpinning knowledge and skills</u> <ul style="list-style-type: none"> • A basic working knowledge of: <ul style="list-style-type: none"> - sheep handling and behaviour in shearing sheds and yards - types of pens - gates and catches in shearing sheds - observation of catching pens at mob cutout and during shearing - advice from the shed person in charge • The ability to: <ul style="list-style-type: none"> - take advice from the shed person in charge - observe differences between mobs - move sheep in a shed and pen up 	
C. ASSESSMENT GUIDE <p>Assessment of this unit is to be conducted in accordance with this Assessment guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture.</p> <p><u>Authority managing and conducting assessment, and issuing qualifications</u> Authorised Registered Training Organisation (RTO).</p> <p><u>Special outcomes of assessment for purposes of licensing by a government or other authority</u> There are no licensing requirements for this unit.</p> <p><u>Interdependent assessment of units</u> This unit can be assessed independently.</p> <p><u>Qualifications of Assessor</u> Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment."</p> <p>Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria.</p> <p><u>Measures to ensure consistency in assessment</u> These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit.</p> <p><u>Where the unit is assessed</u> In the workplace.</p> <p><u>Resources required beyond those normally found in a functioning agricultural workplace</u> There are no additional resources required for assessment of this unit.</p>	

Industry:	Rural
Area of Competency :	Wool Handling
Sector:	Wool Harvesting
RUA AG2432WH A	Pen up sheet (continued)

Utilisation of key competencies in the performance of this unit

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
1	2	1	1	1	1	-

- ◇ **Communicating** - with person in charge and shearers
- ◇ **Collecting, analysing & organising information** - arrange sheep according to different mobs and wool types
- ◇ **Planning & organising activities** - cleaning and preparing equipment, facilities and yards for penning sheep
- ◇ **Working with teams & others** - working with person in charge and other workers in handling sheep
- ◇ **Using mathematical ideas & techniques** - monitoring sheep numbers
- ◇ **Solving problems** - coordinating shearing operations with mob cutout
- ◇ **Using technology** - not applicable

Industry: Rural Area of Competency : Wool Handling Sector: Wool Harvesting	
RUA AG2433WH A Prepare wool	
Element of Competency	Performance Criteria
2433.1 Remove contamination from the fleece	2433.1.1 Stained wool, black wool, skinpieces and other contamination are removed on the board as instructed by the person in charge.
2433.2 Remove fleeces and component parts from the shearing board	2433.2.1 Wet wool is identified for drying. 2433.2.2 Belly wool is picked up, stain removed and placed in correct bins. 2433.2.3 Crutch wool is removed and hind leg repositioned if necessary. 2433.2.4 Hind legs of fleece are identified and arranged for picking up the fleece. 2433.2.5 Fleece is picked up in a controlled bundle and removed from shearing stand as soon as sheep is shorn. 2433.2.6 Fleece is carried to the wool table and thrown to land flat and spread out ready for skirting. 2433.2.7 Lambswool and prem shorn wools are carried to the wool table using boards or paddles if required. 2433.2.8 Loose wool in the let-out chute is collected.
2433.3 Sweep the board and wool room	2433.3.1 Shearing board are swept as required. 2433.3.2 Wool room and area beneath wool table is swept regularly. 2433.3.3 Shearing board and wool room are kept free of potential contamination.
2433.4 Prepare lambs wool and prematurely shorn wool	2433.4.1 Lambs wool and prem shorn wool are picked up, carried to the table and prepared to industry standards
2433.5 Skirt and roll fleeces	2433.5.1 Fleeces are skirted to remove those portions that affect uniformity and value of remaining fleece. 2433.5.2 Skirtings are placed in correct bins. 2433.5.3 Fleeces are rolled and presented to classer. 2433.5.4 Fleeces are placed in correct bin.
2433.6 Prepare locks	2433.6.1 Locks are prepared to industry standards as directed by the classer.
2433.7 Prepare crutchings	2433.7.1 Crutchings are picked up and taken to wool room using boards or paddles if required. 2433.7.2 Crutchings are prepared to industry standards. 2433.7.3 Crutchings are placed in appropriate bins.
2433.8 Prepare non-fleece wool at the rate of 4 kgs per 10 minutes	2433.8.1 Non-fleece wool is prepared at a rate of 4 kgs per 10 minutes and in accordance with the code of practice. 2433.8.2 All non-fleece wool is prepared in accordance with the code of practice.
2433.9 Empty bins and other wool containers	2433.9.1 Bins are emptied as necessary and replaced as directed by the person in charge.

Industry: Rural Area of Competency : Wool Handling Sector: Wool Harvesting	
RUA AG2433WH A	Prepare wool (continued)
A. RANGE OF VARIABLES <ul style="list-style-type: none"> • Parts of a fleece include: <ul style="list-style-type: none"> - crutch, belly, shanks, locks, pieces, topknots, stain, dags, backs, jowl, breech • Fleeces may need to be put down and rehandled for delivery to the wool table later. • Contamination may include: <ul style="list-style-type: none"> - lamb pouches, maggot affected, urine stain, dung stain, skin pieces, black fibres , loose woolpack fibres, baling twines, man-made fibres and clothing, dermatitis and water-stain, dags, grease locks, excessive vegetable matter 	
B. EVIDENCE GUIDE <p><u>Key Outcome</u> The key outcome of this Unit of Competency is the preparation of harvested wool to industry standards.</p> <p><u>OHS issues that impact on the performance of this unit</u> Relevant OHS hazards identification, risk assessment and risk control measures. These include:</p> <ul style="list-style-type: none"> • safe manual handling systems and procedures • fleeces should not be picked up until the shearing hand piece has been disengaged • Consideration of OHS issues for this unit may include a consideration of the proposed National Code of Practice for the Shearing Industry (Health, Safety and Welfare standards) published by the Australian Workers Union <p><u>Holistic Outcome</u> The preparation of freshly harvested wool to industry standards facilitates the classing of the wool and is a critical factor in the efficiency and quality of wool harvesting operations.</p> <p><u>Underpinning knowledge and skills</u></p> <ul style="list-style-type: none"> • A basic working knowledge of <ul style="list-style-type: none"> - parts of a fleece - sources of contamination and other aspects of Total Quality Management (TQM) systems. • The ability to <ul style="list-style-type: none"> - remove fleeces and sweep boards before next sheep is dragged for shearing - pick up fleeces - skirt and roll fleeces - check quantities in bins - sweep floors and remove contamination 	

Industry:	Rural
Area of Competency :	Wool Handling
Sector:	Wool Harvesting
RUA AG2433WH A	Prepare wool (continued)
<p>C. ASSESSMENT GUIDE</p> <p>Assessment of this unit is to be conducted in accordance with this Assessment guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture.</p> <p>Authority managing and conducting assessment, and issuing qualifications Authorised Registered Training Organisation (RTO).</p> <p><u>Special outcomes of assessment for purposes of licensing by a government or other authority</u> There are no licensing requirements for this unit.</p> <p><u>Interdependent assessment of units</u> This unit can be assessed independently.</p> <p><u>Qualifications of Assessor</u> Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment."</p> <p>Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria.</p> <p><u>Measures to ensure consistency in assessment</u> These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit.</p> <p><u>Where the unit is assessed</u> In the workplace.</p> <p><u>Resources required beyond those normally found in a functioning agricultural workplace</u> There are no additional resources required for assessment of this unit.</p>	

Utilisation of key competencies in the performance of this unit

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
1	1	1	1	-	1	-

- ◇ **Communicating** - with shearers and wool classers
- ◇ **Collecting, analysing & organising information** - sorting parts of a fleece, different wool types and quality
- ◇ **Planning & organising activities** - ensuring handtools and bins are ready
- ◇ **Working with teams & others** - working in shed with others
- ◇ **Using mathematical ideas & techniques** - not applicable
- ◇ **Solving problems** - identifying and removing wool contamination
- ◇ **Using technology** - not applicable

Industry: Rural Area of Competency : Wool Handling Sector: Wool Harvesting	
RUA AG2434WH A Press wool into bales	
Element of Competency	Performance Criteria
2434.1 Check woolpress and scales before use	2434.1.1 Press is checked to ensure sound working order. 2434.1.2 Scales are checked for accuracy 2434.1.3 Press and its location are checked for safety. 2434.1.4 Defective equipment is reported to the person in charge.
2434.2 Arrange woolpack in the press	2434.2.1 Woolpacks are checked against current industry standards. 2434.2.2 Contamination is removed. 2434.2.3 Woolpacks are placed correctly in the wool press.
2434.3 Prepare a wool bale	2434.3.1 Wool press are loaded with wool and contamination avoided. 2434.3.2 Fleeces are placed evenly in press to produce even density bales. 2434.3.3 Bales are pressed safely to industry standards for weight and length. 2434.3.4 Approved bale dividers are used as instructed by the person in charge. 2434.3.5 Flaps are correctly fastened to industry standards. 2434.3.6 Bales are identified for branding prior to removal from the press. 2434.3.7 Wool press is operated to safety standards.
2434.4 Record wool bale information	2434.4.1 Bales are branded in accordance with Industry standards. 2434.4.2 Bales are weighed. 2434.4.3 Bale weights, numbers and descriptions are accurately recorded in the wool book.
2434.5 Stack wool bales	2434.5.1 Bales are stacked safely and to maximise shed space and avoid weather damage.
A. RANGE OF VARIABLES <ul style="list-style-type: none"> • Press includes the electricity supply • Minimum/maximum length, width and weight of bales. • Types of wool presses include: <ul style="list-style-type: none"> - hydraulic, manual, self pinning, electric • Contamination may include: <ul style="list-style-type: none"> - urine stain, dung stain, skin pieces, black fibres, loose woolpack fibres, baler twine, branding ink, bale fasteners, bale hooks, stencils, man-made fibres and clothing, dags, grease locks 	

Industry:	Rural
Area of Competency :	Wool Handling
Sector:	Wool Harvesting

RUA AG2434WH A Press wool into bales (continued)

B. EVIDENCE GUIDE

Key Outcomes

The key outcome of this Unit of Competency is that wool is pressed into bales, weighed, branded and stored to industry standards.

OHS issues that impact upon the performance of this unit

Relevant OHS hazards identification, risk assessment and risk control measures. These include:

- systems and procedures for the safe operation and maintenance of machinery and equipment, including hydraulics and guarding of exposed moving parts, particularly wool presses
- safe manual handling systems and procedures, bale stacks should be restricted to 2 high
- Consideration of OHS issues for this unit may include a consideration of the proposed National Code of Practice for the Shearing Industry (Health, Safety and Welfare standards) published by the Australian Workers Union

Holistic Outcome

The baling, branding and storing of wool contributes to the efficiency of a wool harvesting enterprise.

Underpinning knowledge and skills

- A basic working knowledge of:
 - industry standards for weight and length of bales
 - TQM (Total Quality Management) systems for wool
 - wool books
 - length of bales
 - the various types of scales and manual handling devices
- The ability to:
 - operate different types of wool presses
 - maintain uniform bale weights for each line
 - brand bales clearly and neatly
 - handle and stack wool bales
 - operate wool presses

C. ASSESSMENT GUIDE

Assessment of this unit is to be conducted in accordance with this Assessment guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture.

Authority managing and conducting assessment, and issuing qualifications

Authorised Registered Training Organisation (RTO).

Special outcomes of assessment for purposes of licensing by a government or other authority

There are no licensing requirements for this unit.

Interdependent assessment of units

This unit of competency can be assessed in conjunction with RUA AG2433WH A *Prepare wool*.

Industry: Rural Area of Competency : Wool Handling Sector: Wool Harvesting	
RUA AG2434WH A Press wool into bales (continued)	
C. ASSESSMENT GUIDE (continued) <u>Qualifications of Assessor</u> Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: “Conduct Assessment in Accordance with an Established Assessment Procedure” and “Plan and Review Assessment.” Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria. <u>Measures to ensure consistency in assessment</u> These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit. <u>Where the unit is assessed</u> In the workplace. <u>Resources required beyond those normally found in a functioning agricultural workplace</u> There are no additional resources required for assessment of this unit.	

Utilisation of key competencies in the performance of this unit

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
1	1	1	1	1	1	1

- ◇ **Communicating** - with shed hands, wool classers and person in charge
- ◇ **Collecting, analysing & organising information** - on wool types and quality
- ◇ **Planning & organising activities** - associated with pressing and baling wool
- ◇ **Working with teams & others** - to maintain continuous workflow in shed
- ◇ **Using mathematical ideas & techniques** - to tally work completed, estimate bale weights
- ◇ **Solving problems** - determining when satisfactory bale weight has been achieved
- ◇ **Using technology** - associated with wool presses and scales

Industry: Rural Area of Competency : Wool Classing Sector: Wool Harvesting	
RUA AG2435WH A Ensure shed and yards prepared for shearing	
Element of Competency	Performance Criteria
2435.1 Check shearing shed	2435.1.1 Shearing shed checked prior to shearing or crutching to quality standards of the enterprise.
2435.2 Check yards	2435.2.1 Sheep yards checked prior to shearing or crutching to quality standards of the enterprise.
2435.3 Report safety hazards	2435.3.1 Safety hazards reported to the wool grower or shed manager.
2435.4 Remove contamination	2435.4.1 Sources of wool contamination removed in accordance with quality standards of the industry.
2435.5 Arrange for cleaning shed and yards	2435.5.1 Wool handlers instructed to clean shed and equipment if not up to quality standards of the Industry.
A. RANGE OF VARIABLES <ul style="list-style-type: none"> Hazards may include: <ul style="list-style-type: none"> loose floor-boards, faulty equipment, unguarded equipment, farm chemicals, fuel, inadequate lighting, sharp objects, steps and handrails Quality standards include any TQM (Total Quality Management) standards employed by the wool grower 	
B. EVIDENCE GUIDE <p>Key Outcome The key outcome of this Unit of Competency is that shearing sheds and yards are prepared to enterprise standards and are safe and free of contamination.</p> <p>OHS issues that impact on the performance of this unit Relevant OHS hazards identification, risk assessment and risk control measures. These include:</p> <ul style="list-style-type: none"> safe manual handling systems and procedures safe systems and procedures to protect against electrical hazards, shed electrical wiring checked by a licensed electrician safe systems and procedures for storage, handling and transportation of hazardous substances. They are also kept clear of the shearing board. Consideration of OHS issues for this unit may include a consideration of the proposed National Code of Practice for the Shearing Industry (Health, Safety and Welfare standards) published by the Australian Workers Union <p>Holistic Outcome The preparation of shearing sheds and sheep yards ensures the efficient operation of a shearing shed and the quality of the wool harvested.</p> <p>Underpinning knowledge and skills</p> <ul style="list-style-type: none"> A basic working knowledge of <ul style="list-style-type: none"> TQM (Total Quality Management) systems for wool pastoral industry awards OHS legislation safety records clip analysis The ability to <ul style="list-style-type: none"> remove contamination clean shed and yards for shearing identify safety hazards 	

Industry:	Rural
Area of Competency :	Wool Classing
Sector:	Wool Harvesting
RUA AG2435WH A	Ensure shed and yards prepared for shearing (continued)
<p>C. ASSESSMENT GUIDE</p> <p>Assessment of this unit is to be conducted in accordance with this Assessment guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture.</p> <p><u>Authority managing and conducting assessment, and issuing qualifications</u> Authorised Registered Training Organisation (RTO).</p> <p><u>Special outcomes of assessment for purposes of licensing by a government or other authority</u> There are no licensing requirements for this unit.</p> <p><u>Interdependent assessment of units</u> This unit can be assessed independently.</p> <p><u>Qualifications of Assessor</u> Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment."</p> <p>Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria.</p> <p><u>Measures to ensure consistency in assessment</u> These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit.</p> <p><u>Where the unit is assessed</u> Assessment must be conducted in the workplace.</p> <p><u>Resources required beyond those normally found in a functioning agricultural workplace</u> There are no additional resources required for assessment of this unit.</p>	

Utilisation of key competencies in the performance of this unit

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
2	2	2	2	-	1	1

- ◇ **Communicating** - with other workers and person in charge
- ◇ **Collecting, analysing & organising information** - determine work required to prepare shed and yards
- ◇ **Planning & organising activities** - about readiness of shed and yards before shearing operations
- ◇ **Working with teams & others** - ensures efficient shearing operations and workflow
- ◇ **Using mathematical ideas & techniques** - not applicable
- ◇ **Solving problems** - related to potential hazards in yards and sheds
- ◇ **Using technology** - associated with cleaning yards and sheds

Industry: Rural Area of Competency : Shearing & Crutching Sector: Wool Harvesting	
RUA AG2436WH A Prepare for machine shearing	
Element of Competency	Performance Criteria
2436.1 Check shed facilities are ready for shearing	2436.1.1 Shearing stand is checked for safety and sound working condition. 2436.1.2 Shearing equipment is checked and adjusted for sound working condition. 2436.1.3 Catching pen door is checked for safety and sound working conditions. 2436.1.4 Equipment is lubricated ready for shearing.
2436.2 Prepare combs and cutters for shearing	2436.2.1 Combs and cutters are selected to suit fleece type and conditions. 2436.2.2 Combs and cutters are changed to match conditions at shearing. 2436.2.3 Combs and cutters are cleaned prior to sharpening to enterprise requirements.
2436.3 Prepare handpiece for shearing	2436.3.1 Handpiece is checked and tested for sound working conditions. 2436.3.2 Comb and cutter is secured for shearing. 2436.3.3 Handpiece is lubricated prior to shearing. 2436.3.4 Tension is adjusted to suit shearing conditions.
A. RANGE OF VARIABLES <ul style="list-style-type: none"> • Shearing stand includes: <ul style="list-style-type: none"> - a place for clothing and towels, shearing board and escape hatch for shorn sheep, • Shearing equipment includes: <ul style="list-style-type: none"> - oil cans, brushes, overhead gear and down-tube assembly, on/off switches, shearing back aids, hand towels and excess clothing • Fleece types and shearing conditions include: <ul style="list-style-type: none"> - open, dense, cotted, dusty, double, lamb, daggy or flyblown sheep • Combs and cutter variations include: <ul style="list-style-type: none"> - thick/thin, long-medium-short bevels, scalloped, wide and narrow combs, and handpiece variations 	
B. EVIDENCE GUIDE <p>Key Outcome The key outcome of this Unit of Competency is the preparation of the shed and equipment for machine shearing.</p> <p>OHS issues that impact on the performance of this unit Relevant OHS hazards identification, risk assessment and risk control measures. These include:</p> <ul style="list-style-type: none"> • systems and procedures for the safe operation and maintenance of machinery and equipment, including guarding of exposed moving parts • safe manual handling systems and procedures • protection from hazardous noise • safe systems and procedures in maintaining house keeping to reduce slip and trip hazards on the shearing board • selection, use and maintenance of relevant personal protective clothing and equipment • Consideration of OHS issues for this unit may include a consideration of the proposed National Code of Practice for the Shearing Industry (Health, Safety and Welfare standards) published by the Australian Workers Union 	

Industry: Rural Area of Competency : Shearing & Crutching Sector: Wool Harvesting	
RUA AG2436WH A	Prepare for machine shearing (continued)
B. EVIDENCE GUIDE (continued) <u>Holistic Outcome</u> The preparation of the shed and equipment for machine shearing is critical to the efficiency of shearing operations and optimal performance of shearers. <u>Underpinning knowledge and skills</u> <ul style="list-style-type: none"> • A basic working knowledge of: <ul style="list-style-type: none"> - terminology - assembly procedures for handpieces - maintenance procedures for shearing equipment and handpieces - types of combs and cutters to use under different conditions - lubrication procedures - occupational health and safety policies - procedures at shearing and crutching • The ability to: <ul style="list-style-type: none"> - prepare combs, cutters and handpieces for shearing - lubricate and maintain handpiece and downtube - check facilities for safety and sound working order 	
C. ASSESSMENT GUIDE Assessment of this unit is to be conducted in accordance with this Assessment guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture. <u>Authority managing and conducting assessment, and issuing qualifications</u> Authorised Registered Training Organisation (RTO). <u>Special outcomes of assessment for purposes of licensing by a government or other authority</u> There are no licensing requirements for this unit. <u>Interdependent assessment of units</u> This unit can be assessed independently. <u>Qualifications of Assessor</u> Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment." <p>Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria.</p>	

Industry:	Rural
Area of Competency :	Shearing & Crutching
Sector:	Wool Harvesting
RUA AG2436WH A	Prepare for machine shearing (continued)
C. ASSESSMENT GUIDE (continued) <u>Measures to ensure consistency in assessment</u> These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit. <u>Where the unit is assessed</u> In the workplace. <u>Resources required beyond those normally found in a functioning agricultural workplace</u> There are no additional resources required for assessment of this unit.	

Utilisation of key competencies in the performance of this unit

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
-	-	1	-	-	1	1

- ◇ **Communicating** - not applicable
- ◇ **Collecting, analysing & organising information** - not applicable
- ◇ **Planning & organising activities** - associated with shed and shearing equipment
- ◇ **Working with teams & others** - not applicable
- ◇ **Using mathematical ideas & techniques** - not applicable
- ◇ **Solving problems** - associated with maintenance of shed and performance and shearing equipment
- ◇ **Using technology** - shearing machinery, equipment and maintenance tools and operations

Industry: Rural Area of Competency : Crutching Sector: Wool Harvesting	
RUA AG2437WH A Crutch sheep	
Element of Competency	Performance Criteria
2437.1 Position sheep for crutching	2437.1.1 Sheep are positioned appropriately for the method of crutching determined by the enterprise.
2437.2 Remove wool	2437.2.1 Handpiece is switched on and operated safely for crutching. 2437.2.2 Wool is shorn from face, crutch or belly as determined by the enterprise. 2437.2.3 Vulnerable areas of the sheep are avoided and damage to animals minimised in accordance with Industry agreed shearing methodology. 2437.2.4 Contamination is identified and wool handlers notified. 2437.2.5 Handpiece is turned off and relocated.
2437.3 Treat injured sheep	2437.3.1 Injured sheep are treated in accordance with Pastoral Industry Awards.
2437.4 Release sheep	2437.4.1 Sheep are released from the crutching location for count out.
2437.5 Negotiate crutching stoppages	2437.5.1 Wet, diseased or prickly pear affected sheep are identified and person in charge informed. 2437.5.2 Stoppages are negotiated in accordance with Pastoral Industry Awards.
A. RANGE OF VARIABLES <ul style="list-style-type: none"> • Methods of crutching include: <ul style="list-style-type: none"> - across the board, race crutching, crutching cradles. • Crutching includes: <ul style="list-style-type: none"> - wiggling, ringing , belly crutching. • Vulnerable areas include: <ul style="list-style-type: none"> - teats, vulva, ears, eyes, pizzles, hamstrings, hocks, joints, arteries, horns , eartags • Contamination includes: <ul style="list-style-type: none"> - coloured fibres, skin pieces, flyblown wool, blood stain, dog hair, dags, other foreign matter • Diseases include: <ul style="list-style-type: none"> - scabby mouth, cancers, diseases, • Sheep includes: <ul style="list-style-type: none"> - rams, ewes, wethers, lambs, hoggets, stags 	

Industry: Rural Area of Competency : Crutching Sector: Wool Harvesting	
RUA AG2437WH A	Crutch sheep (continued)
B. EVIDENCE GUIDE <u>Key Outcome</u> The key outcome of this Unit of Competency is that crutching is conducted in a safe and efficient manner with regard to the welfare of the sheep. <u>OHS issues that impact on the performance of this unit</u> Relevant OHS hazards identification, risk assessment and risk control measures. These include: <ul style="list-style-type: none"> • systems and procedures for the safe operation and maintenance of machinery and equipment, including guarding of exposed moving parts • safe manual handling systems and procedures for catching and dragging sheep • safe systems and procedures to protect against electrical hazards • safe livestock handling systems and procedures, including zoonoses control • chemical residues in wool are monitored to prevent chemical poisoning • Consideration of OHS issues for this unit may include a consideration of the proposed National Code of Practice for the Shearing Industry (Health, Safety and Welfare standards) published by the Australian Workers Union <u>Holistic Outcome</u> Safe and efficient crutching of sheep is critical in providing for the health of the sheep and the quality of the clip. <u>Underpinning knowledge and skills</u> <ul style="list-style-type: none"> • A basic working knowledge of: <ul style="list-style-type: none"> - industry awards and conditions - industry agreed crutching methodology - safety procedures - terminology - sheep anatomy - different methods of crutching - wool contaminants - sheep diseases transmissible to humans • The ability to: <ul style="list-style-type: none"> - crutch sheep to the satisfaction of the person in charge - minimise damage to sheep and wool during crutching - catch and release sheep 	
C. ASSESSMENT GUIDE Assessment of this unit is to be conducted in accordance with this Assessment guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture. <u>Authority managing and conducting assessment, and issuing qualifications</u> Authorised Registered Training Organisation (RTO). <u>Special outcomes of assessment for purposes of licensing by a government or other authority</u> There are no licensing requirements for this unit. <u>Interdependent assessment of units</u> This unit can be assessed independently.	

Industry:	Rural
Area of Competency :	Crutching
Sector:	Wool Harvesting
RUA AG2437WH A	Crutch sheep (continued)
<p>C. ASSESSMENT GUIDE (continued)</p> <p><u>Qualifications of Assessor</u> Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: “Conduct Assessment in Accordance with an Established Assessment Procedure” and “Plan and Review Assessment.”</p> <p>Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria.</p> <p><u>Measures to ensure consistency in assessment</u> These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit.</p> <p><u>Where the unit is assessed</u> In the workplace.</p> <p><u>Resources required beyond those normally found in a functioning agricultural workplace</u> There are no additional resources required for assessment of this unit.</p>	

Utilisation of key competencies in the performance of this unit

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
1	-	1	1	1	1	1

- ◇ **Communicating** - to person in charge re stoppages and problem sheep
- ◇ **Collecting, analysing & organising information** - not applicable
- ◇ **Planning & organising activities** - concerning preparing for shearing
- ◇ **Working with teams & others** - shed hands, shearers and person in charge
- ◇ **Using mathematical ideas & techniques** - record daily tally
- ◇ **Solving problems** - associated with equipment, difficult sheep, stoppages, personal health
- ◇ **Using technology** - handpieces and shearing equipment

LEVEL

3

Industry: Rural Area of Competency : Generic: Farm Safety Sector: Wool Harvesting		This unit is intended for employees without direct supervision, and who may have some supervisory responsibility
RUA AG3021OH A Implement and monitor the enterprise OHS program		
Element of Competency		Performance Criteria
3021.1 Provide information to farm workers about occupational health and safety in the industry and the farm's health and safety procedures	3021.1.1	Information on the farm OHS program is provided and clearly explained to all farm workers.
	3021.1.2	Relevant OHS legislation and codes of practice are clearly explained to farm workers.
	3021.1.3	Information about identified OHS hazards on the farm is provided and safe work procedures to be implemented are clearly explained to workers.
3021.2 Implement and monitor the involvement of workers in maintaining the health and safety of all people in the rural workplace	3021.2.1	Procedures whereby workers report OHS hazards, risks are assessed and action is taken to control risks, are clearly described to farm workers.
	3021.2.2	Issues raised through consultation with farm workers are promptly acted upon and referred to the owner/manager of the rural workplace.
3021.3 Implement and monitor the enterprise procedures for identifying OHS hazards, assessing risks and maintaining effective control measures	3021.3.1	Hazards which are identified are reported so that adequate risk assessment and effective control measures are implemented.
	3021.3.2	Work procedures to control OHS risks are implemented by farm workers and regular monitoring occurs to ensure ongoing adherence and effectiveness of risk control.
	3021.3.3	Inadequacies in existing risk control measures are identified, and measures to reduce exposure to OHS hazards through improved work processes and procedures raised with the owner/manager.
	3021.3.4	Inadequacies in allocation of resources on the farm to ensure safe work practice are identified and reported to the owner/manager.
3021.4 Implement the farm procedures for dealing with emergencies affecting health and safety of people on the rural workplace	3021.4.1	Farm procedures for dealing with OHS emergencies are implemented where necessary to ensure that prompt and effective control action is taken.
	3021.4.2	OHS emergencies are investigated and reported to identify their cause in accordance with established investigation procedures.
	3021.4.3	Suitable measures to prevent recurrence and minimise risk of OHS emergencies are discussed with the owner/manager and revised procedures implemented as necessary.
3021.5 Administer first aid	3021.5.1	Basic first aid principles used to preserve life and minimise injury prior to arrival of medical help.
3021.6 Implement and monitor the farm procedures for maintaining occupational health and safety records	3021.6.1	OHS induction and training needs of workers are recognised and arrangements made with the owner/manager to fulfil those needs.
	3021.6.2	OHS records for the farm are accurately and legibly kept in accordance with farm and legal requirements for maintenance of OHS hazards, risk control, injury and disease events.

<p>Industry: Rural</p> <p>Area of Competency : Generic: Farm Safety</p> <p>Sector: Wool Harvesting</p>	<p>This unit is intended for employees without direct supervision, and who may have some supervisory responsibility</p>
<p>RUA AG3021OH A Implement and monitor the enterprise OHS program (continued)</p>	
<p>A. RANGE OF VARIABLES</p> <p>The term “farm” is used to denote an agricultural or horticultural property, enterprise or workplace</p> <ul style="list-style-type: none"> • The implementing and monitoring of farm OHS programs is designed to achieve and maintain occupational health and safety standards in the workplace. • This OHS competency involves supervision of the application of agricultural occupational health and safety principles and conformity with relevant legislation and codes of practice in each state, including the duties and responsibilities of all parties. • It includes: <ul style="list-style-type: none"> - general duty of care, requirements for maintenance and confidentiality of records of occupational injury and disease, requirements for records relating to hazardous substances on farms, provision of information and induction and training, regulations and codes of practice including those relating to plant, hazardous substances, manual handling, noise, issue resolution, health and safety representatives and occupational health and safety committees in the larger agricultural/horticultural enterprises • The following range statements for Rural OHS Generic competencies for AQF 1 and 2 also pertain to: <ul style="list-style-type: none"> - hazards in the workplace, hazards for which protective clothing or equipment is required, hazardous manual handling tasks, risks associated with animals, risks associated with bystanders, levels of health and fitness, OHS emergencies on rural workplaces • The accepted hierarchy of risk control, ranging from most effective control approaches to least effective: <ol style="list-style-type: none"> 1. Eliminate the hazard 2. Substitute a less hazardous process for the hazard 3. Design or engineering control to reduce risk 4. Change work practice 5. Use of personal protective clothing or equipment <p>Where possible the hazard should be eliminated or a less hazardous process should be substituted. Where elimination of a hazard is not possible, work systems should be designed to reduce risk and safe work practice implemented/managed.</p> • It is a requirement that First Aid training be undertaken through registered training provider, eg. Red Cross, St. John. • “Farm workers” include: <ul style="list-style-type: none"> - permanently employed farm hands and workers, casual workers, seasonal workers, contract workers, people resident on or visiting the farm • Effective control action in emergencies may include the communication of the location and directions to emergency personnel 	

<p>Industry: Rural</p> <p>Area of Competency : Generic: Farm Safety</p> <p>Sector: Wool Harvesting</p>	<p>This unit is intended for employees without direct supervision, and who may have some supervisory responsibility</p>
<p>RUA AG3021OH A Implement and monitor the enterprise OHS program (continued)</p>	
<p>B. EVIDENCE GUIDE</p> <p><u>Key Outcomes</u></p> <ul style="list-style-type: none"> • Safe completion of work tasks by workers on the farm • The safety of all persons on the farm <p><u>OHS that impact upon the performance of this unit</u></p> <ul style="list-style-type: none"> • OHS risk management is the basis of this unit • OHS legislation, relevant regulations and codes of practice in each state <p><u>Holistic Outcome</u></p> <p>OHS risk is minimised in the operation of a farm workplace.</p> <p><u>Underpinning knowledge and skills</u></p> <ul style="list-style-type: none"> • A basic working knowledge of the following should be evident: <ul style="list-style-type: none"> - significant hazards in the rural workplace - all relevant OHS legislation and codes of practice, consistent with the elements of competence - the hierarchy of OHS risk control and its implementation for hazards in agriculture and horticulture - literacy levels and communication skills of farm workers, including seasonal workers - suitable communication techniques • The ability to: <ul style="list-style-type: none"> - demonstrate a mature approach to the daily application of safe working procedures - 	
<p>C. ASSESSMENT GUIDE</p> <p>Assessment of this unit is to be conducted in accordance with this Assessment guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture.</p> <p><u>Authority managing and conducting assessment, and issuing qualifications</u></p> <p>Authorised Registered Training Organisation (RTO).</p> <p><u>Special outcomes of assessment for purposes of licensing by a government or other authority</u></p> <p>Demonstrated competence in the elements of this unit is essential to ensure compliance with relevant OHS legislation and associated regulations.</p> <p><u>Interdependent assessment of units</u></p> <p>This unit can be assessed independently.</p> <p><u>Qualifications of Assessor</u></p> <p>Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment."</p> <p>Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria.</p>	

Industry: Rural Area of Competency : Generic: Farm Safety Sector: Wool Harvesting	This unit is intended for employees without direct supervision, and who may have some supervisory responsibility
RUA AG3021OH A Implement and monitor the enterprise OHS program (continued)	
C. ASSESSMENT GUIDE (continued) <u>Measures to ensure consistency is assessment</u> These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit. <u>Where the unit is assessed</u> Competency is to be demonstrated in an agricultural workplace or in a situation which reproduces agricultural workplace conditions. <u>Resources required beyond those normally found in a functioning agricultural workplace</u> There are no additional resources required for assessment of this unit.	

Utilisation of key competencies in the performance of this unit

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting, analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
2	2	2	2	2	2	2

- ◇ **Communicating** - with other workers and managers on the property, and the overall industry network
- ◇ **Collecting, analysing and organising information** - on hazard audits on the farm, and implementing relevant farm procedures
- ◇ **Planning and organising activities** - to implement hazard audits and safety procedures
- ◇ **Working with teams and others** - to implement farm safety procedures and programs
- ◇ **Using mathematical ideas and techniques** - to calculate costs, evacuation time, etc.
- ◇ **Solving problems** - in determining best possible option to reduce injury risk
- ◇ **Using technology** - to communicate and record OHS activities

Industry: Rural Area of Competency : Experting Sector: Wool Harvesting	
RUA AG3430WH A Maintain shearing equipment	
Element of Competency	Performance Criteria
3430.1 Maintain combs and cutters	3430.1.1 Grinder and pendulum are prepared and checked for safe operation. 3430.1.2 Thin combs and cutters are identified and discarded. 3430.1.3 Combs and cutters are sharpened correctly. 3430.1.4 Supply is maintained to shearers by expert.
3430.2 Maintain handpieces	3430.2.1 Parts are identified and replaced if worn or unsafe. 3430.2.2 Handpiece is assembled correctly to manufacturer's specification.
3430.3 Maintain down tubes and friction assemblies	3430.3.1 Parts are identified and replaced if worn or unsafe. 3430.3.2 Down tube is adjusted to suit shearing conditions. 3430.3.3 Lower tube and friction assembly is cleaned and oiled as required.
3430.4 Follow safe work practices	3430.4.1 Work practices are carried out to Industry safety standards set by OHS legislation.
A. RANGE OF VARIABLES <ul style="list-style-type: none"> • NB: Shearers are not responsible for engines, belts and drive mechanisms. • Safe work practices include eliminating slippery floors and placing leather guards on joints • Grinder includes <ul style="list-style-type: none"> - clamps, emery paper, types of grinders, pendulums, grinding discs , adhesives • Experting may be combined with Bookkeeping and Overseeing in some sheds. • Grinding includes <ul style="list-style-type: none"> - the recognition of excessive heel grinding, worn out combs, cutters and emery papers • Handpiece parts include: <ul style="list-style-type: none"> - combs, cutters, centre post and cup, tension pin sleeve and cup, fork yokes, pin drive, worm drive, cogs, screws, back end and crank, leather back joint guards. • Down tube and friction assembly parts include <ul style="list-style-type: none"> - top sleeve, tube springs, short and long tube, ferrule, cogs, caps, friction spindle catch, tube joint spindles, safety clutch, bayonet, long and short core, worm drive, pin drive and hook and eye joints, direct drive, comb, leather guards on the joint 	
B. EVIDENCE GUIDE Key Outcome The key outcome of this Unit of Competency is that shearing equipment is maintained in a safe and operational condition. OHS issues that impact on the performance of this unit <ul style="list-style-type: none"> • Exercise caution in preparing and maintaining shearing equipment and machinery • Relevant OHS hazards identification, risk assessment and risk control measures. These include: <ul style="list-style-type: none"> - systems and procedures for the safe operation and maintenance of machinery and equipment, including guarding of exposed moving parts - safe systems and procedures to protect against electrical hazards, including inspections of faulty wiring - safe manual handling systems and procedures • Consideration of OHS issues for this unit may include a consideration of the proposed National Code of Practice for the Shearing Industry (Health, Safety and Welfare standards) published by the Australian Workers Union 	

Industry: Rural Area of Competency : Experting Sector: Wool Harvesting	
RUA AG3430WH A	Maintain shearing equipment (continued)
B. EVIDENCE GUIDE (continued) <u>Holistic Outcome</u> Preparation and maintenance of shearing equipment contributes to shearing operations, the continuous throughput of a shearing shed and the quality of the shearing operation and wool clip. <u>Underpinning knowledge and skills</u> <ul style="list-style-type: none"> • A basic working knowledge of: <ul style="list-style-type: none"> - safety and First Aid - how to handle emergencies - parts of a handpiece and correct methods of assembly - OHS legislation - safety records - communication with shearers and person in charge - grinding equipment and how to operate it • The ability to: <ul style="list-style-type: none"> - sharpen combs and cutters - maintain handpieces and shearing equipment - carry out safe work practices - recognise worn emery papers and change them 	
C. ASSESSMENT GUIDE Assessment of this unit is to be conducted in accordance with this Assessment guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture. <u>Authority managing and conducting assessment, and issuing qualifications</u> Authorised Registered Training Organisation (RTO). <u>Special outcomes of assessment for purposes of licensing by a government or other authority</u> There are no licensing requirements for this unit. <u>Interdependent assessment of units</u> This unit of Competency can be assessed concurrently with RUA AG2436WH A <i>Prepare for machine shearing</i> and RUA AG2431WH A0 <i>Manage shearing operations</i> . <u>Qualifications of Assessor</u> Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: “Conduct Assessment in Accordance with an Established Assessment Procedure” and “Plan and Review Assessment.” Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria.	

Industry: Rural Area of Competency : Experting Sector: Wool Harvesting	
RUA AG3430WH A	Maintain shearing equipment (continued)
C. ASSESSMENT GUIDE (continued) <u>Measures to ensure consistency in assessment</u> These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit. <u>Where the unit is assessed</u> In the workplace. <u>Resources required beyond those normally found in a functioning agricultural workplace</u> There are no additional resources required for assessment of this unit.	

Utilisation of key competencies in the performance of this unit

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting, analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
1	1	1	1	-	1	1

- ◇ **Communicating** - with shearers and person in charge
- ◇ **Collecting, analysing & organising information** - operation & maintenance of shearing equipment
- ◇ **Planning & organising activities** - ensures equipment is prepared in advance of work and spare parts are available
- ◇ **Working with teams & others** - assists operation of shed
- ◇ **Using mathematical ideas & techniques** - not applicable
- ◇ **Solving problems** - associated with maintaining performance of equipment
- ◇ **Using technology** - shearing equipment and associated machinery and tools

Industry: Rural Area of Competency : Wool Classing Sector: Wool Harvesting	
RUA AG3431WH A Document a wool clip	
Element of Competency	Performance Criteria
3431.1 Establish a wool book	3431.1.1 Guidelines for pressing are established. 3431.1.2 Guidelines for maintaining the wool book are determined. 3431.1.3 Presser is informed of guidelines. 3431.1.4 Wool book is checked regularly to ensure it is accurate and up to date.
3431.2 Complete advice notes and waybills	3431.2.1 Advice notes and way bills are completed as required.
3431.3 Complete classers' specification	3431.3.1 Wool clip specification is completed prior to consignment to ensure correct lotting advice provided to the selling broker/buyer. 3431.3.2 Owners requirements for additional measurement are indicated. 3431.3.3 Specification is accurate and legible. 3431.3.4 Owner and classer sign the specification.
3431.4 Complete personal wages statement	3431.4.1 Wool classer's wages statement is prepared in accordance with agreed conditions of employment.
3431.5 Provide information and advice to the woolgrower	3431.5.1 Suggestions for improvement in flock presentation, shed layout safety and clip preparation are documented and presented to the woolgrower. 3431.5.2 Woolclips specification is completed and presented to the grower at shed cutout.
A. RANGE OF VARIABLES <ul style="list-style-type: none"> • Clip report includes <ul style="list-style-type: none"> - mob breaks and descriptions, lotting order • Wool book guidelines cover: <ul style="list-style-type: none"> - bale numbers, bale descriptions, bale weights, contents of mixed bales, flock breaks, mob descriptions, mob averages 	
B. EVIDENCE GUIDE <p>Key Outcome The key outcome of this Unit of Competency is the documentation of wool clip specifications.</p> <p>OHS issues that impact on the performance of this unit Relevant OHS hazards identification, risk assessment and risk control measures. These include:</p> <ul style="list-style-type: none"> • all accidents are to be recorded and shed manager/wool grower notified. <p>Holistic Outcome The documentation of a wool clip contributes to the wool harvesting operation by optimising efficiency for the grower.</p> <p>Underpinning knowledge and skills</p> <ul style="list-style-type: none"> • A basic working knowledge of : <ul style="list-style-type: none"> - quality assurance schemes and their documentation requirements - wool book - report to growers - correct clip specification • The ability to: <ul style="list-style-type: none"> - document a wool clip 	

Industry: Rural Area of Competency : Wool Classing Sector: Wool Harvesting	
RUA AG3431WH A	Document a wool clip (continued)
<p>C. ASSESSMENT GUIDE</p> <p>Assessment of this unit is to be conducted in accordance with this Assessment guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture.</p> <p><u>Authority managing and conducting assessment, and issuing qualifications</u> Authorised Registered Training Organisation (RTO).</p> <p><u>Special outcomes of assessment for purposes of licensing by a government or other authority</u> No special requirements for assesseees. For assessors, see 'Qualifications of Assessor' for licensing requirements of assessors for this unit.</p> <p><u>Interdependent assessment of units</u> This unit can be assessed independently.</p> <p><u>Qualifications of Assessor</u> Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment."</p> <p>Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria.</p> <p>Due to licensing requirements for Owners and Professional Woolclassers, assessors of this unit are to be licensed by the Australian Wool Exchange.</p> <p><u>Measures to ensure consistency in assessment</u> These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit.</p> <p><u>Where the unit is assessed</u> In the workplace.</p> <p><u>Resources required beyond those normally found in a functioning agricultural workplace</u> There are no additional resources required for assessment of this unit.</p>	

Industry:	Rural
Area of Competency :	Wool Classing
Sector:	Wool Harvesting
RUA AG3431WH A	Document a wool clip (continued)

Utilisation of key competencies in the performance of this unit

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting, analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
2	2	2	2	1	2	-

- ◇ **Communicating** - documenting wool clip specifications
- ◇ **Collecting, analysing & organising information** - about clip characteristics
- ◇ **Planning & organising activities** - associated with preparing a wool book and wage statement
- ◇ **Working with teams & others** - includes shed hands, shearers and wool classers
- ◇ **Using mathematical ideas & techniques** - calculations of bale weight and numbers and wages
- ◇ **Solving problems** - related to improvements to wool documentation process
- ◇ **Using technology** - not applicable

Industry: Rural Area of Competency : Bookkeeping Sector: Wool Harvesting	
RUA AG3432WH A Account for shearing shed supplies	
Element of Competency	Performance Criteria
3432.1 Determine supplies for shearing	3432.1.1 List of required supplies is prepared according to enterprise needs. 3432.1.2 Existing supplies are determined and recorded. 3432.1.3 Required storage facilities are identified.
3432.2 Obtain supplies for shearing	3432.2.1 Supplier of required goods is identified. 3432.2.2 Supplies are ordered and purchased prior to commencement of shearing operations. 3432.2.3 Delivery of supplies is arranged according to enterprise guidelines,
3432.3 Record supplies for shearing	3432.3.1 Stores inventory are maintained for duration of shearing. 3432.3.2 Supplies are stored according to health and enterprise requirements. 3432.3.3 Stores account are prepared and submitted to the grower.
A. RANGE OF VARIABLES <ul style="list-style-type: none"> Shearing supplies include food and equipment. 	
B. EVIDENCE GUIDE <p>Key Outcome The key outcome of this Unit of Competency is that food and equipment supplies are ordered and stored prior to the commencement of shearing operations.</p> <p>OHS issues that impact on the performance of this unit Caution should be exercised in observing correct manual handling procedures.</p> <p>Holistic Outcome The availability of essential food and equipment contributes to the efficiency and throughput of shearing operations, and to the well-being and performance of shearing team.</p> <p>Underpinning knowledge and skills</p> <ul style="list-style-type: none"> A basic working knowledge of: <ul style="list-style-type: none"> ordering supplies and purchasing books of account maintaining records The ability to: <ul style="list-style-type: none"> maintain records negotiate discounts on bulk purchases 	

Industry:	Rural
Area of Competency :	Bookkeeping
Sector:	Sheep & Wool
RUA AG3432WH A Account for shearing shed supplies (continued)	
<p>C. ASSESSMENT GUIDE</p> <p>Assessment of this unit is to be conducted in accordance with this Assessment guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture.</p> <p><u>Authority managing and conducting assessment, and issuing qualifications</u> Authorised Registered Training Organisation (RTO).</p> <p><u>Special outcomes of assessment for purposes of licensing by a government or other authority</u> There are no licensing requirements for this unit.</p> <p><u>Interdependent assessment of units</u> This unit can be assessed independently.</p> <p><u>Qualifications of Assessor</u> Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment."</p> <p>Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria.</p> <p>Measures to ensure consistency in assessment These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit.</p> <p><u>Where the unit is assessed</u> In the workplace.</p> <p><u>Resources required beyond those normally found in a functioning agricultural workplace</u> There are no additional resources required for assessment of this unit.</p>	

Utilisation of key competencies in the performance of this unit

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting, analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
1	1	1	1	1	1	1

- ◇ **Communicating** - preparing lists of food and equipment needs, ordering supplies
- ◇ **Collecting, analysing & organising information** - determining supply needs
- ◇ **Planning & organising activities** - timing factors associated with ordering and storage of supplies prior to shearing
- ◇ **Working with teams & others** - ensuring shearers' needs are maintained
- ◇ **Using mathematical ideas & techniques** - calculate quantities and costs of supplies
- ◇ **Solving problems** - recognising pending supply or storage issues
- ◇ **Using technology** - may include calculator, fax and phone

Industry: Rural Area of Competency : Bookkeeping Sector: Wool Harvesting	
RUA AG3433WH A Prepare shearing team wages	
Element of Competency	Performance Criteria
3433.1 Maintain staff records	3433.1.1 All employees are signed on and declaration forms signed. 3433.1.2 Employment agreements are arranged. 3433.1.3 Work is recorded accurately. 3433.1.4 Units of work are totalled for each employee. 3433.1.5 Injury records are maintained. 3433.1.6 Collect tax file and superannuation numbers maintaining confidentiality.
3433.2 Calculate earnings	3433.2.1 Relevant awards and current pay rates are obtained. 3433.2.2 Employment contracts are followed. 3433.2.3 Gross earnings are calculated for each employee.
3433.3 Calculate deductions and net pay	3433.3.1 Taxation deductions are calculated. 3433.3.2 Group certificates are completed. 3433.3.3 Tax is forwarded to the Australian Taxation Office. 3433.3.4 Occupational superannuation is calculated and documented.
3433.4 Pay staff	3433.4.1 Cheques are prepared and staff paid in accordance with the relevant Award. 3433.4.2 Cash advances are arranged on request.
A. RANGE OF VARIABLES <ul style="list-style-type: none"> • Relevant Acts include: <ul style="list-style-type: none"> - Pastoral Industry Superannuation Act, State Workcover Acts • Relevant Awards include: <ul style="list-style-type: none"> - the Federal Pastoral Award, State Awards, Wool Classers Award 1994 , enterprise bargaining agreements 	
B. EVIDENCE GUIDE <p><u>Key Outcome</u> The key outcome of this Unit of Competency is the calculation and preparation of wages for those involved in shearing operations.</p> <p><u>OHS issues that impact on the performance of this unit</u> Not applicable.</p> <p><u>Holistic Outcome</u> The preparation of staff pay is an important contribution to the well-being and job satisfaction of those involved in shearing operations.</p> <p><u>Underpinning knowledge and skills</u></p> <ul style="list-style-type: none"> • A basic working knowledge of: <ul style="list-style-type: none"> - maintaining records - contract duplicates - group certificate copies - work records - books of account • The ability to <ul style="list-style-type: none"> - prepare and pay wages - maintain records 	

Industry:	Rural
Area of Competency :	Bookkeeping
Sector:	Wool Harvesting
RUA AG3433WH A Prepare shearing team wages (continued)	
C. ASSESSMENT GUIDE	
<p>Assessment of this unit is to be conducted in accordance with this Assessment guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture.</p> <p><u>Authority managing and conducting assessment, and issuing qualifications</u> Authorised Registered Training Organisation (RTO).</p> <p><u>Special outcomes of assessment for purposes of licensing by a government or other authority</u> There are no licensing requirements for this unit.</p> <p><u>Interdependent assessment of units</u> This unit can be assessed independently.</p> <p><u>Qualifications of Assessor</u> Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment."</p> <p>Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria.</p> <p><u>Measures to ensure consistency in assessment</u> These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit.</p> <p><u>Where the unit is assessed</u> In the workplace.</p> <p><u>Resources required beyond those normally found in a functioning agricultural workplace</u> There are no additional resources required for assessment of this unit.</p>	

Utilisation of key competencies in the performance of this unit

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting, analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
2	2	2	2	2	2	2

- ♦ **Communicating** - advise on tax deductions, pay rates and prepare cheques, pay slips and group certificates
- ♦ **Collecting, analysing & organising information** - tax information, earnings and deductions, hours of work
- ♦ **Planning & organising activities** - prepare staff pays on time
- ♦ **Working with teams & others** - associated with those involved in shearing operations
- ♦ **Using mathematical ideas & techniques** - calculate pay rate, tax rates, and deductions
- ♦ **Solving problems** - address queries and concerns of staff in respect to under- and over-payments
- ♦ **Using technology** - use telephone, fax machines, bank machines and computers as required

Industry: Rural Area of Competency : Wool Classing Sector: Wool Harvesting	
RUA AG3434WH A Provide information	
Element of Competency	Performance Criteria
3434.1 Collect information	3434.1.1 Relevant information is collected on individual and aggregate clip analysis, flock presentation, and wool quality issues.
3434.2 Advise on clip preparation and quality management standards	3434.2.1 Advice is provided to wool growers on clip preparation in relation to selling method and Total Quality Management standards for the current shearing.
3434.3 Advise on presentation of the flock	3434.3.1 Advice is provided to wool growers on sources of contamination and down-grading of wool arising from sheep husbandry and management.
3434.4 Advise on the shearing plan	3434.4.1 Advice is provided to the woolgrower on the shearing plan.
3434.5 Advise on shed layout	3434.5.1 Advice is provided to woolgrowers on efficiency and effectiveness of shed layout and safety as required.
3434.6 Advise on relevant wool types	3434.6.1 Wool types are provided for matching to sale price information.
A. RANGE OF VARIABLES <ul style="list-style-type: none"> • Advice is not mandatory and is given on request. • Selling methods include: <ul style="list-style-type: none"> - private sale, auction, forward contracts, tenders, commission combing 	
B. EVIDENCE GUIDE <p>Key Outcome The key outcome of this Unit of Competency is the collection and provision of information on appropriate practices and procedures associated with wool harvesting operations.</p> <p>OHS issues that impact on the performance of this unit Relevant OHS hazards identification, risk assessment and risk control measures. These include:</p> <ul style="list-style-type: none"> • advice given on improving safety and controlling hazards in and around the shed <p>Holistic Outcome The provision of sound advice toward wool harvesting assists in the overall efficiency and grower returns of the industry.</p> <p>Underpinning knowledge and skills</p> <ul style="list-style-type: none"> • A basic working knowledge of <ul style="list-style-type: none"> - what to give advice on, how to present advice and how to communicate with the person in charge - wool typing - TQM (Total Quality Management) systems for wool - industry Code of Practice - wool room layout & design principles - reports to growers - clip analysis reports - procedures involved in fleece measurement • The ability to <ul style="list-style-type: none"> - collect and store information - provide advice to growers on request 	

Industry:	Rural
Area of Competency :	Wool Classing
Sector:	Wool Harvesting

RUA AG3434WH A Provide information (continued)

C. ASSESSMENT GUIDE

Assessment of this unit is to be conducted in accordance with this Assessment guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture.

Authority managing and conducting assessment, and issuing qualifications

Authorised Registered Training Organisation (RTO).

Special outcomes of assessment for purposes of licensing by a government or other authority

No special requirements for assesseees. For assessors, see 'Qualifications of Assessor' for licensing requirements of assessors for this unit.

Interdependent assessment of units

Assessment can be conducted concurrently with RUA AG2433WH A *Prepare wool* and RUA AG2431WH A *Manage shearing operations*.

Qualifications of Assessor

Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment."

Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria.

Due to licensing requirements for Owners and Professional Woolclassers, assessors of this unit are to be licensed by the Australian Wool Exchange.

Measures to ensure consistency in assessment

These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit.

Where the unit is assessed

In the workplace.

Resources required beyond those normally found in a functioning agricultural workplace

There are no additional resources required for assessment of this unit.

Industry:	Rural
Area of Competency :	Wool Classing
Sector:	Wool Harvesting
RUA AG3434WH A	Provide information (continued)

Utilisation of key competencies in the performance of this unit

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting, analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
2	2	3	3	-	2	-

- ◇ **Communicating** - provide verbal and written advice to growers
- ◇ **Collecting, analysing & organising information** - about shearing sheds, equipment and enterprise practices
- ◇ **Planning & organising activities** - associated with improvements in performance and procedures
- ◇ **Working with teams & others** - working with shed hands, shearers and person in charge
- ◇ **Using mathematical ideas & techniques** - not applicable
- ◇ **Solving problems** - identification of issues and inefficiencies and provision of advice
- ◇ **Using technology** - not applicable

Industry: Rural Area of Competency : Shearing Sector: Wool Harvesting	
RUA AG3435WH A Shear sheep	
Element of Competency	Performance Criteria
3435.1 Catch sheep for shearing	3435.1.1 Sheep are caught for dragging according to the safety practices of the Industry. 3435.1.2 Sheep are dragged from the catching pen to the board using safe manual handling techniques. 3435.1.3 Sheep are positioned for shearing in accordance with industry agreed shearing methodology.
3435.2 Remove fleece	3435.2.1 Handpiece is switched on and operated safely for shearing. 3435.2.2 Sheep are shorn using six basic positions of the industry agreed shearing methodology. 3435.2.3 Vulnerable areas of the sheep are avoided using industry agreed shearing methodology. 3435.2.4 Second cuts are avoided according to industry agreed shearing methodology. 3435.2.5 Skin pieces are avoided in accordance with industry agreed shearing methodology. 3435.2.6 Contamination such as coloured fibre is identified during shearing and wool handlers notified. 3435.2.7 Fleece is placed appropriately for wool handlers as set out in Pastoral Industry Awards and to avoid contamination. 3435.2.8 Handpiece is switched off and relocated. 3435.2.9 A minimum of 120 sheep per day are shorn to industry code of practice.
3435.3 Treat injured and flyblown sheep	3435.3.1 Sheep cuts are sutured in accordance with the Federal Pastoral Award and disinfected. 3435.3.2 Shear flyblown wool to skin, mark and inform owner/classer. Flyblown sheep dressed by owner outside shed.
3435.4 Release sheep from the board	3435.4.1 Sheep are released from the board into the count out pens using safe manual handling.
3435.5 Negotiate shearing stoppages	3435.5.1 Wet sheep are identified and person in charge notified in accordance with Pastoral Industry Awards. 3435.5.2 Problem sheep are identified and person in charge informed. 3435.5.3 Shearing grievances are negotiated in accordance with Pastoral Industry Awards.

Industry: Rural Area of Competency : Shearing Sector: Wool Harvesting	
RUA AG3435WH A Shear sheep (continued)	
A. RANGE OF VARIABLES <ul style="list-style-type: none"> • Industry agreed methodology includes: <ul style="list-style-type: none"> - basic shearing positions including positions for belly and crutch removal, first hind leg, wig, neck and shoulder, side and back (long blow), neck and second shoulder, last side and leg, positioning of the sheep and shearers and in relation to the down tube, use of the free hand, safety procedures, how to avoid teats, pizzles, ears, vulva, wrinkle and skin, eyes, hamstrings, joints, blood vessels, horns, and eartags, second cuts and other damage to sheep and wool • The Federal Pastoral Award and various State awards specify responsibilities of owners/overseers and shearers at the time of shearing and just causes and procedures for shearers to stop shearing. • Sheep includes; rams, ewes, wethers, hoggets, lambs and stags. • Problem sheep include those with diseases and affected by prickly pear listed in the various Pastoral Awards. • Contamination includes: <ul style="list-style-type: none"> - coloured fibres, skin pieces, flyblown wool, blood stains, dags, dog hairs, other foreign matter, urine stains 	
B. EVIDENCE GUIDE <p><u>Key Outcome</u> The key outcome of this Unit of Competency is that shearing is conducted in a safe and efficient manner with regard to the quality of the wool clip and the welfare of the sheep.</p> <p><u>OHS issues that impact on the performance of this unit</u> Relevant OHS hazards identification, risk assessment and risk control measures. These include:</p> <ul style="list-style-type: none"> • systems and procedures for the safe operation and maintenance of machinery and equipment, including guarding of exposed moving parts • safe livestock handling systems and procedures, including zoonoses control • safe manual handling systems and procedures for catching, dragging and positioning sheep • shearing slings/braces are provided • appropriate clothing and foot wear is worn to prevent feet crushing and skin abrasions • chemical residues in will are monitored to prevent chemical poisoning • Consideration of OHS issues for this unit may include a consideration of the proposed National Code of Practice for the Shearing Industry (Health, Safety and Welfare standards) published by the Australian Workers Union <p><u>Holistic Outcome</u> Safe and efficient shearing of sheep is critical in assuring optimal returns to the grower and the quality of the clip.</p> <p><u>Underpinning knowledge and skills</u></p> <ul style="list-style-type: none"> • A basic working knowledge of: <ul style="list-style-type: none"> - types of shearing sheds, boards, catching pens and shearing machinery - industry agreed shearing methodology - The Federal Pastoral Award or relevant State awards - terminology - shearing equipment and maintenance - safety procedures for catching, dragging, shearing and releasing a sheep - the anatomy of all types of sheep • The ability to: <ul style="list-style-type: none"> - avoid contamination, second cuts and damage to wool, animals and people - shear sufficient sheep in a normal eight hour working day to earn the guaranteed minimum wage - treat injured sheep - catch and release sheep 	

Industry:	Rural
Area of Competency :	Shearing
Sector:	Wool Harvesting

RUA AG3435WH A Shear sheep (continued)

C. ASSESSMENT GUIDE

Assessment of this unit is to be conducted in accordance with this Assessment guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture.

Authority managing and conducting assessment, and issuing qualifications

Authorised Registered Training Organisation (RTO).

Special outcomes of assessment for purposes of licensing by a government or other authority

There are no licensing requirements for this unit.

Interdependent assessment of units

Assessment of this unit of Competency can be conducted concurrently with RUA AG2437WH A *Crutch sheep*.

Qualifications of Assessor

Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment."

Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria.

Measures to ensure consistency in assessment

These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit.

Where the unit is assessed

In the workplace.

Resources required beyond those normally found in a functioning agricultural workplace

There are no additional resources required for assessment of this unit.

Utilisation of key competencies in the performance of this unit

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting, analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
1	-	1	1	1	1	1

- ◇ **Communicating** - to person in charge re stoppages and problem sheep
- ◇ **Collecting, analysing & organising information** - not applicable
- ◇ **Planning & organising activities** - concerning preparing for shearing
- ◇ **Working with teams & others** - shed hands, shearers and person in charge
- ◇ **Using mathematical ideas & techniques** - record daily tally
- ◇ **Solving problems** - associated with equipment, difficult sheep, stoppages, personal health
- ◇ **Using technology** - use telephone and fax handpieces and shearing equipment

Industry: Rural Area of Competency : Wool Handling Sector: Wool Harvesting	
RUA AG3436WH A Work as a team	
Element of Competency	Performance Criteria
3436.1 Support team in carrying out a task	3436.1.1 Allocated tasks are identified and completed within defined timelines. 3436.1.2 Assistance is actively sought by approaching other team members when difficulties arise. 3436.1.3 Feedback, provided by others in the working group, is acknowledged. 3436.1.4 Support and tolerance is offered and provided to colleagues.
3436.2 Communicate within a team	3436.2.1 Appropriate lines of communication with supervisors and colleagues are demonstrated as per enterprise policy. 3436.2.2 Relevant information regarding work activities and problems is relayed to colleagues and person in charge as per enterprise policy.
3436.3 Contribute to team decision-making	3436.3.1 Participation in team problem solving activities is demonstrated. 3436.3.2 Conflicts are managed in an appropriate manner. 3436.3.3 Team members are consulted and invited to contribute to decision-making. 3436.3.4 Personal and cultural differences are taken into account when dealing with team member/colleagues.
A. RANGE OF VARIABLES <ul style="list-style-type: none"> Assistance may be by <ul style="list-style-type: none"> shearers to wool handlers and vice versa, wool handlers to other wool handlers, wool handlers to classer, classer to shearers and wool handlers, especially at mob cut out, the start of each run and other work peaks Enterprise policy may be in regard to: <ul style="list-style-type: none"> interacting with colleagues and others, code of dress, delegated responsibilities, organisational structure of the enterprise. 	
B. EVIDENCE GUIDE <p><u>Key Outcome</u> The key outcome of this Unit of Competency is the development of team work skills.</p> <p><u>OHS issues that impact on the performance of this unit</u> Relevant OHS hazards identification, risk assessment and risk control measures. These include:</p> <ul style="list-style-type: none"> workers are to work in a manner not to cause injury to others Consideration of OHS issues for this unit may include a consideration of the proposed National Code of Practice for the Shearing Industry (Health, Safety and Welfare standards) published by the Australian Workers Union <p><u>Holistic Outcome</u> The development of team work skills is essential for the efficient management of shearing operations.</p>	

Industry: Rural Area of Competency : Wool Handling Sector: Wool Harvesting	
RUA AG3436WH A Work as a team (continued)	
B. EVIDENCE GUIDE (continued) <u>Underpinning knowledge and skills</u> <ul style="list-style-type: none"> • A basic working knowledge of: <ul style="list-style-type: none"> - essential policy relating to interacting with colleagues and others, code of dress, delegated responsibilities, organisational structure of the enterprise - questioning, listening techniques - effective interpersonal skills - organisational reporting systems • The ability to: <ul style="list-style-type: none"> - listen and question actively 	
C. ASSESSMENT GUIDE <p>Assessment of this unit is to be conducted in accordance with this Assessment guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture.</p> <p><u>Authority managing and conducting assessment, and issuing qualifications</u> Authorised Registered Training Organisation (RTO).</p> <p><u>Special outcomes of assessment for purposes of licensing by a government or other authority</u> There are no licensing requirements for this unit.</p> <p><u>Interdependent assessment of units</u> This Unit of Competency can be assessed with all technical wool harvesting competencies where team work is essential.</p> <p><u>Qualifications of Assessor</u> Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment."</p> <p>Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria.</p> <p><u>Measures to ensure consistency in assessment</u> These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit.</p> <p><u>Where the unit is assessed</u> In the workplace.</p> <p><u>Resources required beyond those normally found in a functioning agricultural workplace</u> There are no additional resources required for assessment of this unit.</p>	

Industry:	Rural
Area of Competency :	Wool Handling
Sector:	Wool Harvesting
RUA AG3436WH A	Work as a team (continued)

Utilisation of key competencies in the performance of this unit

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting, analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
1	1	1	1	-	1	-

- ◇ **Communicating** - as an effective team member
- ◇ **Collecting, analysing & organising information** - relating to delegated duties
- ◇ **Planning & organising activities** - with others
- ◇ **Working with teams & others** - effectively
- ◇ **Using mathematical ideas & techniques** - not applicable
- ◇ **Solving problems** - as a team member
- ◇ **Using technology** - not applicable

Industry: Rural Area of Competency : Wool Handling Sector: Wool Harvesting	
RUA AG3437WH A Arrange preparation of non-fleece wool	
Element of Competency	Performance Criteria
3437.1 Oversee preparation of different types of skirtings for sale	3437.1.1 Different types of skirtings are identified. 3437.1.2 Merino skirtings are prepared to shed lines in accordance with clip preparation standards. 3437.1.3 Crossbred skirtings are prepared to shed lines in accordance with clip preparation standards. 3437.1.4 Bale descriptions for skirtings are used according to the code of practice.
3437.2 Oversee preparation of belly wool for sale	3437.2.1 Belly wool is described and recognised. 3437.2.2 Belly wool is prepared to shed lines in accordance with clip preparation standards. 3437.2.3 Bale descriptions for bellies are used according to the code of practice. 3437.2.4 Belly wool price discounts are described.
3437.3 Oversee preparation of lambs wool, locks, crutchings and other non-fleece wool for sale	3437.3.1 Lambs wool is described and recognised. 3437.3.2 Merino and/or crossbreds lambs wool is prepared for sale in accordance with clip preparation standards. 3437.3.3 Locks are identified and prepared in accordance with clip preparation standards. 3437.3.4 Crutchings are identified and prepared in accordance with clip preparation standards. 3437.3.5 Bale descriptions for lambs wool, premature shorn wool, locks and crutchings are used according to the code of practice. 3437.3.6 Lambs wool, premature shorn wool, locks and crutchings price discounts are described.
3437.4 Oversee preparation of stained wool and other oddments for sale	3437.4.1 Stained wool is identified and prepared in accordance with clip preparation standards. 3437.4.2 Various oddments are identified and prepared in accordance with clip preparation standards. 3437.4.3 Bale descriptions for stained wool and oddments are used according to the code of practice.
A. RANGE OF VARIABLES <ul style="list-style-type: none"> Parts of fleece include: - crutch, belly, shanks, locks, pieces, topknots, stain, dags, jowl, breech, heavy vegetable matter 	
B. EVIDENCE GUIDE Key Outcome The key outcome of this Unit of Competency is the preparation and baling of all types of non-fleece wool in accordance with Industry Codes of Practice. OHS issues that impact on the performance of this unit Relevant OHS hazards identification, risk assessment and risk control measures. These include: <ul style="list-style-type: none"> supervise manual handling procedures, including correct lifting/bending Consideration of OHS issues for this unit may include a consideration of the proposed National Code of Practice for the Shearing Industry (Health, Safety and Welfare standards) published by the Australian Workers Union 	

Industry: Rural Area of Competency : Wool Handling Sector: Wool Harvesting	
RUA AG3437WH A Arrange preparation of non-fleece wool(continued)	
B. EVIDENCE GUIDE (continued) <u>Holistic Outcome</u> The preparation of non-fleece wool is essential in clip harvesting operations to optimise returns for the grower. <u>Underpinning knowledge and skills</u> <ul style="list-style-type: none"> • A basic working knowledge of: <ul style="list-style-type: none"> - parts of fleece - bale descriptions • The ability to: <ul style="list-style-type: none"> - pick up fleeces - skirt and roll fleeces - sweep floors and remove contaminants 	
C. ASSESSMENT GUIDE Assessment of this unit is to be conducted in accordance with this Assessment guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture. <u>Authority managing and conducting assessment, and issuing qualifications</u> Authorised Registered Training Organisation (RTO). <u>Special outcomes of assessment for purposes of licensing by a government or other authority</u> No special requirements for assesseees. For assessors, see 'Qualifications of Assessor' for licensing requirements of assessors for this unit. <u>Interdependent assessment of units</u> This unit can be assessed independently. <u>Qualifications of Assessor</u> Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment." Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria. Due to licensing requirements for Owners and Professional Woolclassers, assessors of this unit are to be licensed by the Australian Wool Exchange.	

Industry:	Rural
Area of Competency :	Wool Handling
Sector:	Wool Harvesting

RUA AG3437WH A Arrange preparation of non-fleece wool(continued)

C. ASSESSMENT GUIDE (continued)

Measures to ensure consistency in assessment

These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit.

Where the unit is assessed

In the workplace.

Resources required beyond those normally found in a functioning agricultural workplace

There are no additional resources required for assessment of this unit.

Utilisation of key competencies in the performance of this unit

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting, analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
1	-	1	1	-	1	-

- ◇ **Communicating** - with others in the team
- ◇ **Collecting, analysing & organising information** - not applicable
- ◇ **Planning & organising activities** - on a daily basis
- ◇ **Working with teams & others** - in the shearing operation
- ◇ **Using mathematical ideas & techniques** - not applicable
- ◇ **Solving problems** - associated with preparation of non-fleece wool
- ◇ **Using technology** - not applicable

Industry: Rural Area of Competency : Wool Classing Sector: Wool Harvesting	
RUA AG3438WH A Class fleece wool	
Element of Competency	Performance Criteria
3438.1 Determine wool room layout	3438.1.1 Layout of bins and wool table is arranged for efficient wool flow and pressing in a variety of sheds. 3438.1.2 Bins and containers are labelled.
3438.2 Class wool	3438.2.1 Fleeces are checked to ensure freedom from contamination. 3438.2.2 Wool is classed to standards in accordance with the code of practice.
3438.3 Place fleeces in the bins	3438.3.1 Fleeces are placed in correct bins ready for pressing.
3438.4 Identify wet wool	3438.4.1 Wet wool is identified. 3438.4.2 Grower/manager is notified of wet wool.
A. RANGE OF VARIABLES <ul style="list-style-type: none"> Industry standards include: <ul style="list-style-type: none"> the Code of Practice, Quality Assurance Schemes Range of fleeces includes: <ul style="list-style-type: none"> Superfine, fine wool and other Merino, Crossbred and Carpet wools Classing criteria include: <ul style="list-style-type: none"> breed of sheep, mob or flock, mob concept, fibre diameter, tensile strength, character, handle, style, colour, yield, length, free of contamination Variety of sheds include <ul style="list-style-type: none"> board designs, shed layouts, number of stands, power source 	
B. EVIDENCE GUIDE <p>Key Outcome The key outcome of this Unit of Competency is ability to class fleece wool including identifying wet wool and placing fleeces in bins.</p> <p>OHS issues that impact on the performance of this unit Relevant OHS hazards identification, risk assessment and risk control measures. These include: <ul style="list-style-type: none"> wool room layout designed/positioned to reduce manual handling safe systems and procedures in maintaining house keeping to reduce slip and trip hazards Consideration of OHS issues for this unit may include a consideration of the proposed National Code of Practice for the Shearing Industry (Health, Safety and Welfare standards) published by the Australian Workers Union </p> <p>Holistic Outcome The correct classification of fleece wool underpins the wool harvesting process as it optimises returns for the grower.</p>	

Industry: Rural Area of Competency : Wool Classing Sector: Wool Harvesting	
RUA AG3438WH A Class fleece wool (continued)	
B. EVIDENCE GUIDE (continued) <u>Underpinning knowledge and skills</u> <ul style="list-style-type: none"> • A basic working knowledge of: <ul style="list-style-type: none"> - appraisal types - fleece measurement criteria - wool as a textile fibre - processing methods - clip analysis reports and comparisons - classer specifications - efficient wool room layout • The ability to: <ul style="list-style-type: none"> - lay out a wool room for efficient operation - class wool according to the industry code of practice and other quality standards - establish and maintain consistent methods of clip preparation 	
C. ASSESSMENT GUIDE Assessment of this unit is to be conducted in accordance with this Assessment guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture. <u>Authority managing and conducting assessment, and issuing qualifications</u> Authorised Registered Training Organisation (RTO). <u>Special outcomes of assessment for purposes of licensing by a government or other authority</u> No special requirements for assesseees. For assessors, see 'Qualifications of Assessor' for licensing requirements of assessors for this unit. <u>Interdependent assessment of units</u> This Unit of Competency can be assessed in conjunction with RUA AG2431WH A4 <i>Determine classing strategies</i> . <u>Qualifications of Assessor</u> Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment." Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria. Due to licensing requirements for Owners and Professional Woolclassers, assessors of this unit are to be licensed by the Australian Wool Exchange.	

Industry:	Rural
Area of Competency :	Wool Classing
Sector:	Wool Harvesting
RUA AG3438WH A	Class fleece wool (continued)
<p>Measures to ensure consistency is assessment These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit.</p> <p><u>Where the unit is assessed</u> In the workplace.</p> <p><u>Resources required beyond those normally found in a functioning agricultural workplace</u> There are no additional resources required for assessment of this unit.</p>	

Utilisation of key competencies in the performance of this unit

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting, analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
2	2	2	2	2	2	1

- ◇ **Communicating** - with owner/manager and shearing team
- ◇ **Collecting, analysing & organising information** - about previous clips and the current clip
- ◇ **Planning & organising activities** - to ensure an efficient flow of work
- ◇ **Working with teams & others** - to ensure an efficient flow of work
- ◇ **Using mathematical ideas & techniques** - relating to fibre measurement
- ◇ **Solving problems** - relating to fleece lines
- ◇ **Using technology** - where appropriate

LEVEL

4

Industry: Rural Area of Competency : Generic: Farm Safety Sector: Wool Harvesting		For individuals with managerial responsibilities, as owner or employer of a large agricultural or horticultural enterprise.
RUA AG4021OH A Establish and maintain the enterprise occupational health and safety program		
Element of Competency		Performance Criteria
4021.1 Establish and maintain farm OHS plans and programs	4021.1.1	An OHS business plan and program is developed for the farm and in consultation with the owner or manager.
	4021.1.2	Occupational health and safety responsibilities for the farm are clearly defined and included in the duties of all farm workers.
	4021.1.3	Financial and human resources are made available to implement the farm OHS program in a timely and consistent manner.
4021.2 Establish and maintain arrangements to ensure the involvement of all workers in the management of OHS	4021.2.1	Arrangements which allow and encourage farm workers at all levels to have input into OHS issues is developed.
	4021.2.2	Issues raised through involvement and consultation with farm workers are addressed promptly.
4021.3 Establish and maintain procedures for identifying occupational health and safety hazards, assessing risk and maintaining the most appropriate control measures	4021.3.1	Existing and potential OHS hazards are correctly identified and confirmed in accordance with good OHS practice in agriculture, and with relevant OHS legislation and codes of practice.
	4021.3.2	Risks associated with identified hazards are assessed in accordance with safe work practice in agriculture, with information derived from farm OHS records and industry wide information, and with relevant OHS legislation and codes of practice.
	4021.3.3	Work processes and procedures are designed to reduce exposure to, or eliminate hazards, or to substitute less hazardous processes for hazards.
	4021.3.4	Systems are designed to reduce risk and administrative arrangements to ensure safe OHS work practice are put in place where elimination of a hazard is not possible.
	4021.3.5	Where measures to effectively control a risk are not immediately practicable, short term solutions are implemented until a more effective measure can be put in place.
	4021.3.6	Suitable procedures to implement and monitor ongoing OHS risk management are adopted on the farm.
	4021.3.7	Work practice on farms is adequately monitored to ensure compliance with safety procedures.
	4021.3.8	Effective OHS risk management measures are set in place in during the modification of the farm structures, machinery and work processes.
	4021.3.9	A process of ongoing hazard identification and risk assessment and review of effectiveness of control programs is developed and integrated into farm management arrangements.

Industry: Rural Area of Competency : Generic: Farm Safety Sector: Wool Harvesting		For individuals with managerial responsibilities, as owner or employer of a large agricultural or horticultural enterprise.
RUA AG4021OH A Establish and maintain the enterprise occupational health and safety program (continued)		
Element of Competency		Performance Criteria
4021.4 Establish and maintain procedures for dealing with OHS emergencies on the farm	4021.4.1	Potential emergencies posing risk to health and safety of persons associated with work on the farm are identified.
	4021.4.2	Procedures to control the level of risk associated with hazardous events are developed in consultation with appropriate emergency services.
	4021.4.3	Appropriate information and training is provided to farm workers to enable implementation of correct emergency procedures.
	4021.4.4	Adequate numbers of workers are trained in First Aid to ensure that the principles of First Aid are applied to preserve life and minimise injury.
4021.5 Establish and maintain an OHS safety induction and training program	4021.5.1	An OHS induction and training program is developed as part of the workers general training program to meet the occupational health and safety needs of all farm workers and supervisors.
	4021.5.2	Records of: <ul style="list-style-type: none"> • OHS audits and inspections • action taken to control OHS risk • OHS induction and training of workers • registers of hazardous substances, including pesticides and farm chemicals • workers use of hazardous substances and health surveillance results • workers occupational injury and illness • MSDS of hazardous substances • other relevant records are maintained and used to evaluate effectiveness of the farm OHS program
A. RANGE OF VARIABLES The term “farm” is used to denote an agricultural or horticultural property, enterprise or workplace <ul style="list-style-type: none"> • Establishing and maintaining the farm's OHS program will ensure that the farm is as far as is practicable, safe and without risks to the health of those who work live or visit the farm workplace. • This OHS competency involves management of the application of agricultural health and safety principles, relevant OHS health and safety legislation and codes of practice in each state, including the duties and responsibilities of all parties. • It involves: <ul style="list-style-type: none"> - general duty of care, regulations and codes of practice including those relating to plant, hazardous substances, manual handling and noise, maintenance of records of occupational injury and disease, provision of information and training, occupational health and safety committees in larger agricultural/horticultural enterprises, issue resolution • The hierarchy of risk control is defined for Rural OHS generic competencies AQF 3 and 4 also pertains to: <ul style="list-style-type: none"> - hazards in the workplace, hazards for which protective clothing or equipment is required, hazardous manual handling tasks, risks associated with animals, risks associated with bystanders, levels of health and fitness, OHS emergencies on rural workplaces • Procedures for dealing with OHS emergencies on farm include provision of clear directions to the location of the emergency using relevant national, state and local references 		

Industry: Rural Area of Competency : Generic: Farm Safety Sector: Wool Harvesting	For individuals with managerial responsibilities, as owner or employer of a large agricultural or horticultural enterprise.
RUA AG4021OH A Establish and maintain the enterprise OHS program (continued)	
A. RANGE OF VARIABLES (continued) <ul style="list-style-type: none"> • Adequate numbers of workers must have completed a recognised First Aid training, and maintained skill levels to ensure that injured workers receive effective first aid while awaiting medical attention. • Monitoring of activities may include review of: <ul style="list-style-type: none"> - written reports, performance appraisal of workers, auditing and review of procedures • "Farm workers" include: <ul style="list-style-type: none"> - permanently employed farm hands and workers, casual workers, seasonal workers, contract workers, people resident on or visiting the farm 	
B. EVIDENCE GUIDE Key Outcomes <ul style="list-style-type: none"> • A farm OHS business plan which results in safe completion of work tasks by workers on the farm • The safety of all persons on the farm <u>OHS issues impacting upon the performance of this unit</u> OHS risk management is the basis of this unit. <u>Holistic Outcome</u> <ul style="list-style-type: none"> • OHS risk management is the basis of this unit • OHS legislation, relevant regulations and codes of practice in each state <u>Underpinning knowledge and skills</u> <ul style="list-style-type: none"> • A basic working knowledge of the following should be evident: <ul style="list-style-type: none"> - significant hazards in the rural workplace - all relevant OHS legislation and codes of practice, consistent with the elements of competence - the hierarchy of OHS risk control and its implementation for hazards in agriculture and horticulture - literacy levels and communication skills of farm workers, including seasonal workers - suitable communication techniques • The ability to: <ul style="list-style-type: none"> - demonstrate a mature approach to the daily application of safe working procedures 	
C. ASSESSMENT GUIDE Assessment of this unit is to be conducted in accordance with this Assessment guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture. <u>Authority managing and conducting assessment, and issuing qualifications</u> Authorised Registered Training Organisation (RTO). <u>Special outcomes of assessment for purposes of licensing by a government or other authority</u> Demonstrated competence in the elements of this unit is essential to ensure compliance with relevant OHS legislation and associated regulations. <u>Interdependent assessment of units</u> This unit could be assessed with RUA AGCORE2 A <i>Follow enterprise Occupational Health and Safety procedures</i> and RUA AG3021OH A <i>Implement and monitor OHS programs</i> .	

Industry: Rural Area of Competency : Generic: Farm Safety Sector: Wool Harvesting	For individuals with managerial responsibilities, as owner or employer of a large agricultural or horticultural enterprise.
RUA AG4021OH A Establish and maintain the enterprise OHS program (continued)	
<p>C. ASSESSMENT GUIDE (continued)</p> <p><u>Qualifications of Assessor</u> Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: “Conduct Assessment in Accordance with an Established Assessment Procedure” and “Plan and Review Assessment.”</p> <p>Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria.</p> <p><u>Measures to ensure consistency in assessment</u> These measures are described in the Assessment Guidelines of the industry-endorsed Trainer’s Guide for the unit.</p> <p><u>Where the unit is assessed</u> Competency is to be demonstrated in an agricultural workplace or in a situation which reproduces agricultural workplace conditions.</p> <p><u>Resources required beyond those normally found in a functioning agricultural workplace</u> There are no additional resources required for assessment of this unit.</p>	

Utilisation of key competencies in the performance of this unit

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting, analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
3	3	3	3	3	3	3

- ◇ **Communicating** - with workers and supervisors on the property, with industry advisers and the overall industry networks
- ◇ **Collecting, analysing and organising information** - on hazard audits on the farm, on industry information and implementing relevant farm procedures
- ◇ **Planning and organising activities** - to implement farm business plan
- ◇ **Working with teams and others** - to implement farm safety procedures, programs and training activities
- ◇ **Using mathematical ideas and techniques** - to calculate costs, set priorities develop OHS business plan
- ◇ **Solving problems** - in determining best possible options, set priorities and overcome difficulties to reduce injury risk
- ◇ **Using technology** - to communicate and record OHS activities

Industry: Rural Area of Competency : Generic: Training & Assessment Sector: Wool Harvesting		<i>Training does not necessarily mean formal, structured or private provider training and may only consist of structured, informal or unstructured training in workplace routines</i>
RUA AG4202BM A Deliver and evaluate training (Category 1 Workplace Trainer)		
Element of Competency		Performance Criteria
4202.1 Confirm the need for training		4202.1.1 The specified training need is identified or advised by appropriate personnel. 4202.1.2 The specific training need is confirmed with appropriate personnel. 4202.1.3 The training objectives reflect the specific training need.
4202.2 Plan and document training session		4202.2.1 Training outcomes are clearly stated. 4202.2.2 Steps in the training session follow a logical sequence. 4202.2.3 The training method(s) selected are appropriate for: - the training outcomes - trainee characteristics - availability of equipment and resources 4202.2.4 Plans for practice by trainees are made. 4202.2.5 Evidence required for assessment and how it will be collected is stated.
4202.3 Arrange location and resources		4202.3.1 Resources required for training are identified and approved by appropriate personnel. 4202.3.2 Suitable locations for training are arranged. 4202.3.3 The equipment, tools and other resources required are organised to be available when needed. 4202.3.4 Arrangements are made with any people who are required to help in the training session or in the follow-up to the training session. 4202.3.5 The training environment arranged is safe and accessible.
4202.4 Notify trainees		4202.4.1 Trainees are notified of the time and place of the training. 4202.4.2 Supervisors of trainees are notified of the time and place of the training and of any other requirements for the training session. 4202.4.3 The purpose of the training is notified to all involved.
4202.5 Instruct trainees		4202.5.1 A systematic approach is taken to instruction, taking into account: - explanation - demonstration - review - trainee explanation - trainee demonstration - feedback. 4202.5.2 Instruction process is revised and modified as necessary to meet the learning needs of trainees. 4202.5.3 Trainees are encouraged by positive comments from the trainer.

Industry: Rural Area of Competency : Generic: Training & Assessment Sector: Wool Harvesting	
RUA AG4202BM A Deliver and evaluate training (Category 1 Workplace Trainer) (continued)	
Element of Competency	Performance Criteria
4202.5 Instruct trainees (continued)	4202.5.4 Feedback during instruction is designed to help trainees learn from their mistakes. 4202.4.5 Trainees are encouraged and guided to evaluate their own performance and assess it for improvement.
4202.6 Provide opportunities for practice	4202.6.1 Opportunities for practice are provided according to the specific learning situation and the training objectives. 4202.6.2 Constructive feedback and reinforcement are provided during practice. 4202.6.3 Readiness of trainees for assessment is monitored.
4202.7 Confirm trainee has reached required standard of performance	4202.7.1 Evidence of satisfactory performance by the trainee is collected in accordance with the training session plan. 4202.7.2 The trainee is advised that he/she has reached the required standard of performance. 4202.7.3 Other appropriate personnel are advised that the trainee has reached the required standard of performance.
4202.8 Evaluate training session	4202.8.1 Trainees are encouraged to raise problems or difficulties with any aspect of the training session. 4202.8.2 Trainees are asked to discuss their ability to apply the learning outcomes. 4202.8.3 Reaction of trainees to the training session is sought. 4202.8.4 Review comments are summarised. 4202.8.5 The results of the evaluation are used to guide further training.
4202.9 Record training	4202.9.1 The details of the trainees who have completed the training are accurately recorded according to the organisation's requirements. 4202.9.2 Other records as required by legislation or agreement are kept. 4202.9.3 Records are released to authorised personnel only. 4202.9.4 Records are securely stored.
4202.10 Provide information on training	4202.10.1 Information on training proposed, in hand or completed, is provided to management as required. 4202.10.2 Information on proposed training is provided to prospective trainees on request. 4202.10.3 Information on appropriate, available training is provided to employees on request.

<p>Industry: Rural</p> <p>Area of Competency : Generic: Training & Assessment</p> <p>Sector: Wool Harvesting</p>	
<p>RUA AG4202BM A Deliver and evaluate training (Category 1 Workplace Trainer) (continued)</p>	
<p>A. RANGE OF VARIABLES</p> <ul style="list-style-type: none"> • Enterprise environment may range from a small agribusiness without formal management structure or formal training systems to an agribusiness of size to have an organisation structure, and structured enterprise training • Trainers provide training in the workplace, but not as a major part of their job. Training may be provided: <ul style="list-style-type: none"> - infrequently or regularly, in a structured training context as part of a training program, as well as informal training within the enterprise requirements, on use of particular piece of equipment, basic cleaning and field procedures, training materials developed by others are used as appropriate, or basic materials may be developed for enterprise training • Documentation procedures follow enterprise requirements. Minimum documentation may comprise: <ul style="list-style-type: none"> - lists of personnel trained in competencies, information for instructor use only • Trainee group size may include: <ul style="list-style-type: none"> - one-to-one instruction, on-farm in smaller agribusinesses or more formally on or off-the-job in larger agribusinesses, sometimes small group • Explanations may include: <ul style="list-style-type: none"> - safe work practices, quality assurance procedures, basic operating principles, components of equipment/system • Presentations and training methods: <ul style="list-style-type: none"> - step by step demonstration of practical skills and explanation, application of knowledge to practical agribusiness activities • All procedures must contain safe work practices according to industry applications spelt out eg. in Rural Industry Workers Guide, Rural Industry Employers Guide, Farm Safe 	
<p>B. EVIDENCE GUIDE</p> <p><u>Key Outcomes</u> Staff are trained to the standard required, capable of performing all duties to enterprise standards without supervision.</p> <p><u>OHS issues that impact upon the performance of this unit</u> Relevant OHS hazards identification, risk assessment and risk control measures. These include:</p> <ul style="list-style-type: none"> • induction of new workers in OHS roles and responsibilities • the enterprise OHS risk management programs <p><u>Holistic Outcome</u> Staff training is an on-going aspect of employment and supervision where old skills are improved and new skills developed in an environment that encourages learning and skilling of all staff.</p>	

Industry: Rural Area of Competency: Generic: Training and Assessment Sector: Wool Harvesting	
RUA AG4202BM A Deliver and evaluate training (Category 1 Workplace Trainer) (continued)	
B. EVIDENCE GUIDE (continued) <u>Underpinning knowledge and skills</u> <ul style="list-style-type: none"> • A basic working knowledge of: <ul style="list-style-type: none"> - possible training locations with the workplace - relevant safety and health standards to be observed - organisation's record keeping arrangements and security and access procedures - training procedures and processes • The ability to: <ul style="list-style-type: none"> - explain specific training needs and how they were determined - prepare an outline of the training session, preferably in writing - apply training methods selected - recognise trainee characteristics, eg. language and literacy/numeracy skills, cultural background, previous experience, that may affect learning - provide evidence that trainees and their supervisor know about training arrangements made 	
C. ASSESSMENT GUIDE Assessment of this unit is to be conducted in accordance with this Assessment guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture. <u>Authority managing and conducting assessment, and issuing qualifications</u> Authorised Registered Training Organisation (RTO). <u>Special outcomes of assessment for purposes of licensing by a government or other authority</u> There are no licensing requirements for this unit. <u>Interdependent assessment of units</u> RUA AG4202BM A <i>Deliver and evaluate training</i> (Category 1 Workplace Trainer) and RUA AG4203BM A <i>Conduct assessment</i> in accordance with an established procedure may be assessed concurrently or sequentially. <u>Qualifications of Assessor</u> Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment." Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria. <u>Measures to ensure consistency in assessment</u> These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit.	

Industry:	Rural
Area of Competency :	Generic: Training & Assessment
Sector:	Wool Harvesting
RUA AG4202BM A Deliver and evaluate training (Category 1 Workplace Trainer) (continued)	
<p><u>Where the unit is assessed</u> Competency is to be demonstrated in an agricultural workplace or in a situation which reproduces agricultural workplace conditions.</p> <p><u>Resources required beyond those normally found in a functioning agricultural workplace</u></p> <ul style="list-style-type: none"> • In the workplace) white boards, flip charts, transparencies and other training • Training venues) materials and equipment • Copies of the relevant competency standards. 	

Utilisation of key competencies in the performance of this unit

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting, analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
3	3	3	3	1	2	2

- ◇ **Communicating** - with trainees, before, during and after each training session
- ◇ **Collecting, analysing and organising information** - about training needs, services available
- ◇ **Planning and organising activities** - training schedules and programs
- ◇ **Working with others and in teams** - staff, training procedures
- ◇ **Using mathematical ideas and techniques** - may be required for some units being taught
- ◇ **Solving problems** - training process, trainee difficulties, training providers off-jobs
- ◇ **Using technology** - overhead projector, tape recorder, VCR, computers for some tasks

Industry: Rural Area of Competency : Wool Classing Sector: Sheep & Wool Production	
RUA AG4430WH A Supervise wool handlers	
Element of Competency	Performance Criteria
4430.1 Allocate duties	4430.1.1 Duties are identified in accordance with the shearing plan of action. 4430.1.2 Staff are assigned to duties consistent with their levels of skill. 4430.1.3 Staff performance is monitored and duties reallocated as required.
4430.2 Supervise staff	4430.2.1 Wool handlers are supervised to ensure clip preparation standards are maintained. 4430.2.2 Regular feedback is provided to wool handlers on task performance. 4430.2.3 Support and teamwork are promoted as required. 4430.2.4 Conflicts and tensions are prevented or resolved.
4430.3 Instruct staff	4430.3.1 Duties are explained in accordance with the shearing plan. 4430.3.2 Regular feedback and positive reinforcement is provided to encourage best practice. 4430.3.3 Wool handlers are corrected to meet clip preparation standards. 4430.3.4 Safety instructions are provided in accordance with the appropriate OHS requirements and staff input sought.
A. RANGE OF VARIABLES <ul style="list-style-type: none"> Duties include: - picking up, throwing, skirting and rolling fleeces, sweeping the board and wool room, preparation of bellies, lambs wool, prematurely shorn wool, fleeces, locks, stained wool, skirtings, determining allocation of bins and need for bins, pressing bales, branding bales, stacking bales and penning up sheep 	
B. EVIDENCE GUIDE <u>Key Outcome</u> The key outcome of this Unit of Competency is the supervision of staff involved in wool handling. <u>OHS issues that impact on the performance of this unit</u> <ul style="list-style-type: none"> This unit requires an understanding and implementation of OHS policy as it applies to those working in the shearing shed. Consideration of OHS issues for this unit may include a consideration of the proposed National Code of Practice for the Shearing Industry (Health, Safety and Welfare standards) published by the Australian Workers Union <u>Holistic Outcome</u> Appropriate staff supervision contributes to the efficiency of wool harvesting operations and the performance of workers.	

Industry: Rural Area of Competency : Wool Classing Sector: Sheep & Wool Production	
RUA AG4430WH A	Supervise wool handlers (continued)
B. EVIDENCE GUIDE (continued) <u>Underpinning knowledge and skills</u> <ul style="list-style-type: none"> • A basic working knowledge of: <ul style="list-style-type: none"> - supervision techniques - communication (verbal) - clip preparation standards - TQM (Total Quality Management) systems for wool - OHS legislation - management plans - teamwork and staff morale - accident records • The ability to <ul style="list-style-type: none"> - supervise and instruct staff - communicate in the workplace - allocate and reallocate duties 	
C. ASSESSMENT GUIDE Assessment of this unit is to be conducted in accordance with this Assessment guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture. <u>Authority managing and conducting assessment, and issuing qualifications</u> Authorised Registered Training Organisation (RTO). <u>Special outcomes of assessment for purposes of licensing by a government or other authority</u> No special requirements for assesseees. For assessors, see 'Qualifications of Assessor' for licensing requirements of assessors for this unit. <u>Interdependent assessment of units</u> This unit can be assessed independently. <u>Qualifications of Assessor</u> Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment." Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria. Due to licensing requirements for Owners and Professional Woolclassers, assessors of this unit are to be licensed by the Australian Wool Exchange.	

Industry:	Rural
Area of Competency :	Wool Classing
Sector:	Wool Harvesting

RUA AG4430WH A Supervise wool handlers (continued)

C. ASSESSMENT GUIDE (continued)

Measures to ensure consistency in assessment

These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit.

Where the unit is assessed

In the workplace.

Resources required beyond those normally found in a functioning agricultural workplace

There are no additional resources required for assessment of this unit.

Utilisation of key competencies in the performance of this unit

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting, analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
2	2	3	3	-	2	-

- ◇ **Communicating** - provide clear directions and advice to wool handlers, respond to workers issues
- ◇ **Collecting, analysing & organising information** - enterprise standards and designated staff duties
- ◇ **Planning & organising activities** - work and personal time scheduling
- ◇ **Working with teams & others** - working in shed with others
- ◇ **Using mathematical ideas & techniques** - not applicable
- ◇ **Solving problems** - associated with ensuring throughput of work and performance of staff
- ◇ **Using technology** - not applicable

Industry: Rural Area of Competency : Overseeing Sector: Wool Harvesting	
RUA AG4431WH A Manage shearing operations	
Element of Competency	Performance Criteria
4431.1 Develop a shearing plan	4431.1.1 Flock owner/manager is consulted about requirements and informed of process and results. 4431.1.2 Order of mobs is determined for shearing. 4431.1.3 Accommodation is cleaned, supplies obtained and safety checks carried out. 4431.1.4 Staffing needs are determined according to the Code of Practice 4431.1.5 Staff are selected, and employment agreement signed. 4431.1.6 Shed equipment and materials are arranged and in accordance with appropriate OHS legislation.
4431.2 Implement the shearing plan	4431.2.1 Plan is implemented and adjusted as conditions change.
4431.3 Start and stop shearing operations	4431.3.1 Engines/machines are checked, started and stopped at pre-arranged times.
4431.4 Count out sheep	4431.4.1 Sheep are counted out at the end of each run or mob. 4431.4.2 Shearing tally and class of sheep are recorded for each shearer. 4431.4.3 Tallies are made available to shearers.
4431.5 Supervise shearing	4431.5.1 Shearing contractor is consulted and kept informed. 4431.5.2 Shearers are monitored to ensure industry shearing standards and wool quality are maintained. 4431.5.3 Teamwork is promoted. 4431.5.4 Conflicts and difficulties are resolved.
4431.6 Monitor livestock	4431.6.1 Livestock condition and handling is monitored for compliance with Animal Welfare legislation.
4431.7 Monitor weather conditions	4431.7.1 Weather conditions are checked and appropriate action taken.
4431.8 Manage health and safety of staff	4431.8.1 Shed and equipment are checked for safety. 4431.8.2 Safety policy of the enterprise is followed. 4431.8.3 Accommodation is checked for compliance with Rural Workers Accommodation Act. 4431.8.4 First aid is administered if required. 4431.8.5 Health and safety of staff is monitored and action taken as required in accordance with the appropriate OHS legislation.
4431.9 Maintain engines, belts and drive mechanisms	4431.9.1 Fuel oil and water levels are monitored and replaced. 4431.9.2 Belts and drive mechanisms are serviced and maintained.

Industry: Rural Area of Competency : Overseeing Sector: Wool Harvesting			
RUA AG4431WH A Manage shearing operations (continued)			
A. RANGE OF VARIABLES <ul style="list-style-type: none"> • Industry standards include the Code of Practice. • Appropriate action depends on weather forecasts. It includes shedding sheep if rain is forecast and providing shelter for shorn sheep if wind and rain are forecast. • Reports to include; owner/manager and/or shed contractor. • Shed equipment includes: <ul style="list-style-type: none"> - brooms, paddles, board scrapers, oil cans, stencils and ink, belts, spare parts, shearing machinery, tally books • Materials for shearing include: <ul style="list-style-type: none"> - wool packs, fuel and oil, handpieces, emery paper, bale fasteners, supplies for staff, stores and first aid supplies, non-contaminating branding fluid, disinfectant 			
B. EVIDENCE GUIDE <p><u>Key Outcome</u> The key outcome of this Unit of Competency is that shearing shed operations are managed in a manner that is efficient while providing for the optimal safety and well-being of staff, the health and welfare of stock, and availability and operation of machinery and equipment.</p> <p><u>OHS issues that impact on the performance of this unit</u> Relevant OHS hazards identification, risk assessment and risk control measures. These include:</p> <ul style="list-style-type: none"> • develop and implement OHS policy and procedures • personal protective equipment supplied • safety systems and changes implemented if necessary • Consideration of OHS issues for this unit may include a consideration of the proposed National Code of Practice for the Shearing Industry (Health, Safety and Welfare standards) published by the Australian Workers Union <p><u>Holistic Outcome</u> The management of shearing operations is critical for the enterprise returns, wool quality standards and wool production across the industry.</p> <p><u>Underpinning knowledge and skills</u></p> <table> <tr> <td> <ul style="list-style-type: none"> • A basic working knowledge of <ul style="list-style-type: none"> - Animal Welfare legislation - Industry Code of Practice - team building - First Aid - weather monitoring - Rural Workers Accommodation Act - employment agreements - clip analysis • The ability to <ul style="list-style-type: none"> - plan and implement shearing operations - monitor livestock and weather conditions - count out sheep </td><td> <ul style="list-style-type: none"> - OHS legislation - planning & shearing operation - conflict resolution - shed safety - communication - shearing plan - shearing records - relevant awards - supervise staff - maintain shearing plant and equipment </td></tr> </table>		<ul style="list-style-type: none"> • A basic working knowledge of <ul style="list-style-type: none"> - Animal Welfare legislation - Industry Code of Practice - team building - First Aid - weather monitoring - Rural Workers Accommodation Act - employment agreements - clip analysis • The ability to <ul style="list-style-type: none"> - plan and implement shearing operations - monitor livestock and weather conditions - count out sheep 	<ul style="list-style-type: none"> - OHS legislation - planning & shearing operation - conflict resolution - shed safety - communication - shearing plan - shearing records - relevant awards - supervise staff - maintain shearing plant and equipment
<ul style="list-style-type: none"> • A basic working knowledge of <ul style="list-style-type: none"> - Animal Welfare legislation - Industry Code of Practice - team building - First Aid - weather monitoring - Rural Workers Accommodation Act - employment agreements - clip analysis • The ability to <ul style="list-style-type: none"> - plan and implement shearing operations - monitor livestock and weather conditions - count out sheep 	<ul style="list-style-type: none"> - OHS legislation - planning & shearing operation - conflict resolution - shed safety - communication - shearing plan - shearing records - relevant awards - supervise staff - maintain shearing plant and equipment 		

Industry:	Rural
Area of Competency :	Overseeing
Sector:	Wool Harvesting

RUA AG4431WH A Manage shearing operations (continued)

C. ASSESSMENT GUIDE

Assessment of this unit is to be conducted in accordance with this Assessment guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture.

Authority managing and conducting assessment, and issuing qualifications

Authorised Registered Training Organisation (RTO).

Special outcomes of assessment for purposes of licensing by a government or other authority

There are no licensing requirements for this unit.

Interdependent assessment of units

This unit can be assessed independently.

Qualifications of Assessor

Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment."

Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria.

Measures to ensure consistency in assessment

These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit.

Where the unit is assessed

In the workplace.

Resources required beyond those normally found in a functioning agricultural workplace

There are no additional resources required for assessment of this unit.

Utilisation of key competencies in the performance of this unit

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting, analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
3	3	3	3	1	3	2

- ◇ **Communicating** - verbal and written information and advice to shearing shed staff
- ◇ **Collecting, analysing & organising information** - mob size and wool characteristics; staff health, safety and performance; and weather conditions
- ◇ **Planning & organising activities** - development of shearing plan
- ◇ **Working with teams & others** - shed hands, shearers, classers and person in charge
- ◇ **Using mathematical ideas & techniques** - count out sheep, estimate duration of work tasks
- ◇ **Solving problems** - associated with organising staff, managing sheep mobs, and maintenance of machinery
- ◇ **Using technology** - engines, belts and drive mechanism on shearing equipment

Industry: Rural Area of Competency : Overseeing Sector: Wool Harvesting	
RUA AG4432WH A Arrange employment	
Element of Competency	Performance Criteria
4432.1. Determine staffing requirements	4432.1.1 Assessments are made of the numbers and types of staff required for wool harvesting.
4432.2. Prepare job descriptions	4432.2.1 Lists of duties are drawn up for additional staff. 4432.2.2 Required capabilities of staff are defined prior to selection.
4432.3. Seek applicants	4432.3.1 Informal enquiries are made and vacancies advertised. 4432.3.2 Possible staff are followed up by telephone and in person.
4432.4. Select staff	4432.4.1 Potential staff are interviewed against selection criteria. 4432.4.2 Staff are selected having due regard to equal employment opportunity.
4432.5. Induct staff	4432.5.1 New staff are briefed on relevant awards, enterprise agreements, pay rates and related administration. 4432.5.2 New staff are advised of terms and conditions and signed on. 4432.5.3 New staff are familiarised with the workplace and colleagues. 4432.5.4 OHS legislation and requirement outlined in detail to staff.
A. RANGE OF VARIABLES <ul style="list-style-type: none"> • Staff includes: <ul style="list-style-type: none"> - permanent and casual employees, contractors, family labour, neighbour exchange • Advertising includes all informal and formal methods of publicity. • Workplace includes: <ul style="list-style-type: none"> - the shearing shed and equipment, staff quarters, lunch rooms, toilets, surrounding areas. • Occupational Health & Safety requirements include: <ul style="list-style-type: none"> - relevant legislation, first aid equipment, qualified first aid staff, safe work practices, potential work hazards, other items covered in the legislation 	
B. EVIDENCE GUIDE <p><u>Key Outcome</u> The key outcome of this Unit of Competency is optimal procedures in determining staffing needs, selecting and inducting staff.</p> <p><u>OHS issues that impact on the performance of this unit</u></p> <ul style="list-style-type: none"> • This unit requires an understanding and implementation of OHS policy as it applies to those working in the shearing shed. • Consideration of OHS issues for this unit may include a consideration of the proposed National Code of Practice for the Shearing Industry (Health, Safety and Welfare standards) published by the Australian Workers Union <p><u>Holistic Outcome</u> The determining of staffing needs, and the selection and induction of good staff contributes to the efficiency of a wool harvesting operation and optimises the return to the grower.</p>	

Industry: Rural Area of Competency : Overseeing Sector: Wool Harvesting	
RUA AG4432WH A Arrange employment (continued)	
B. EVIDENCE GUIDE (continued) <u>Underpinning knowledge and skills</u> <ul style="list-style-type: none"> • A basic working knowledge of <ul style="list-style-type: none"> - industry awards and conditions - duty statements for each category of wool harvesting staff - interviewing techniques - advertising mechanisms for staff vacancies - telephone techniques - equal employment opportunity legislation - staff selection process - induction procedures • The ability to <ul style="list-style-type: none"> - use the telephone - conduct interviews - prepare advertisements - carry out induction processes 	
C. ASSESSMENT GUIDE <p>Assessment of this unit is to be conducted in accordance with this Assessment guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture.</p> <p><u>Authority managing and conducting assessment, and issuing qualifications</u> Authorised Registered Training Organisation (RTO).</p> <p><u>Special outcomes of assessment for purposes of licensing by a government or other authority</u> There are no licensing requirements for this unit.</p> <p><u>Interdependent assessment of units</u> This unit can be assessed independently.</p> <p><u>Qualifications of Assessor</u> Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment."</p> <p>Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria.</p> <p><u>Measures to ensure consistency in assessment</u> These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit.</p> <p><u>Where the unit is assessed</u> In the workplace.</p> <p><u>Resources required beyond those normally found in a functioning agricultural workplace</u> There are no additional resources required for assessment of this unit.</p>	

Industry:	Rural
Area of Competency :	Overseeing
Sector:	Wool Harvesting
RUA AG4432WH A	Arrange employment (continued)

Utilisation of key competencies in the performance of this unit

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting, analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
3	2	2	2	-	2	-

- ◇ **Communicating** - preparation of job descriptions and advertisement; conducting interviews; inducting staff
- ◇ **Collecting, analysing & organising information** - determining employment requirements of enterprise
- ◇ **Planning & organising activities** - establishing selection and induction processes
- ◇ **Working with teams & others** - develop job description with support of other staff
- ◇ **Using mathematical ideas & techniques** - not applicable
- ◇ **Solving problems** - associated with determining staffing needs and selecting staff
- ◇ **Using technology** - not applicable

Industry: Rural Area of Competency : Wool Classing Sector: Wool Harvesting	
RUA AG4433WH A Determining classing strategies	
Element of Competency	Performance Criteria
4433.1 Determine clip preparation methods to apply	4433.1.1 Clip preparation methods are agreed through consultation. 4433.1.2 Clip analyses and selling methods are examined and used to set clip preparation standards. 4433.1.3 Wool is identified and classed in accordance with Industry Standards 4433.1.4 Fleeces are matched to Industry Standards and fleece lines set up. 4433.1.5 Clip preparation methods are established in consultation with the flock owner/manager/broker. 4433.1.6 Strategy is adopted to eliminate contamination. 4433.1.7 Methods are explained to wool handlers and performance monitored.
4433.2 Determine the factors influencing clip preparation methods	4433.2.1 Factors influencing wool prices are identified. 4433.2.2 Factors influencing grower costs are identified. 4433.2.3 Industry standard clip preparation methods are employed.
4433.3 Use analyses of previous clips to set parameters for clip preparation	4433.3.1 Wool typing is determined. 4433.3.2 Marketing methods and their implications for clip preparation are determined. 4433.3.3 Probable prices for specific lines are determined using market information. 4433.3.4 A clip preparation strategy is outlined.
A. RANGE OF VARIABLES <ul style="list-style-type: none"> • Consultation includes discussion with: - owner, broker, sheep classer, person in charge. • Parts of a fleece include: - crutch, belly, shanks, locks, pieces, topknots, stain, dags, backs, jowl, breech • Fleeces may need to be put down and rehandled for delivery to the wool table later. • Contamination may include: - lamb pouches, maggot affected, urine stain, dung stain, skin pieces, black fibres, loose woolpack fibres, baling twines, man-made fibres and clothing, dermatitis , branding dyes, dags, grease locks, heavy vegetable matter, water-stain 	
B. EVIDENCE GUIDE <u>Key Outcome</u> The key outcome of this unit of Competency is the determination of classing strategies for a clip based on Industry standards, fleece lines, and analysis of previous clip records. <u>OHS issues that impact on the performance of this unit</u> Not applicable <u>Holistic Outcome</u> The determination of appropriate classing strategies is essential for maximising returns to the grower.	

Industry: Rural Area of Competency : Wool Classing Sector: Wool Harvesting	
RUA AG4433WH A Determine classing strategies (continued)	
B. EVIDENCE GUIDE (continued) <u>Underpinning knowledge and skills</u> <ul style="list-style-type: none"> • A basic working knowledge of: <ul style="list-style-type: none"> - appraisal types - fleece measurement criteria - wool as a textile fibre - processing methods - clip analysis reports and comparisons - classers specification - efficient wool room layout • The ability to <ul style="list-style-type: none"> - establish and maintain consistent methods of clip preparation - class wool according to the Industry Code of Practice - lay out a wool room for efficient operation 	
C. ASSESSMENT GUIDE Assessment of this unit is to be conducted in accordance with this Assessment guide and the endorsed 'Assessment Guidelines' for the Qualifications in Agriculture. <u>Authority managing and conducting assessment, and issuing qualifications</u> Authorised Registered Training Organisation (RTO). <u>Special outcomes of assessment for purposes of licensing by a government or other authority</u> No special requirements for assesseees. For assessors, see 'Qualifications of Assessor' for licensing requirements of assessors for this unit. <u>Interdependent assessment of units</u> This Unit of Competency could be assessed in conjunction with RUA AG2430WH A7 <i>Class fleece wool</i> . <u>Qualifications of Assessor</u> Assessors are to be qualified as competent against the Competency Standards for Assessment. As a minimum, this is to be in the two units: "Conduct Assessment in Accordance with an Established Assessment Procedure" and "Plan and Review Assessment." Only qualified assessors engaged by a Registered Training Organisation are able to assess a person against this unit of competency. The assessment is to be conducted by an assessor in cooperation with a person who has workplace knowledge, skills and competence relevant to this unit. This workplace assessment can be conducted by an individual or a group of people complying with the above criteria. Due to licensing requirements for Owners and Professional Woolclassers, assessors of this unit are to be licensed by the Australian Wool Exchange.	

Industry: Rural Area of Competency : Wool Classing Sector: Wool Harvesting	
RUA AG4433WH A	Determine classing strategies (continued)
C. ASSESSMENT GUIDE (continued) <u>Measures to ensure consistency in assessment</u> These measures are described in the Assessment Guidelines of the industry-endorsed Trainer's Guide for the unit. <u>Where the unit is assessed</u> In the workplace. <u>Resources required beyond those normally found in a functioning agricultural workplace</u> There are no additional resources required for assessment of this unit.	

Utilisation of key competencies in the performance of this unit

Level of utilisation of Key Competencies (1 perform; 2 administer; 3 design)

Communicating ideas & information	Collecting, analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
2	2	2	1	-	2	-

- ◇ **Communicating** - others such as owner/managers, classers
- ◇ **Collecting, analysing & organising information** - about the clip and classing criteria
- ◇ **Planning & organising activities** - on a daily basis
- ◇ **Working with teams & others** - on a limited basis
- ◇ **Using mathematical ideas & techniques** - not applicable
- ◇ **Solving problems** - associated with fleece lines
- ◇ **Using technology** - not applicable

SECTION 3

ATTACHMENTS:

**A: – AGRICULTURE UNITS OF
COMPETENCY**

**B:– HORTICULTURE UNITS OF
COMPETENCY**

ATTACHMENT A: – AGRICULTURE UNITS OF COMPETENCY

Legend

LnGuide **Learning Guide** - indicates if a Learning Guide has been developed to support the unit of competency.

Learning Guide is further defined as follows:

TP - Learning Guides developed under the Training Package project - based on competency standards.

TP* - Learning Guides developed under the Certificate III in Farming project – based on competency standards.

NTP - Learning Guides developed under the National Transition Program – based on curriculum.

NTP/GRD - Learning Guides developed under NTP and modified to competency based material.

GRDC - Learning Guides – rewritten from NTP - based on units of competency.

Old Code Codes previously used for Agriculture units of competency.

New Code New codes which comply with the National Training Information Service requirements (see Section 2 ‘Coding of Units of Competency’ for further details).

ATTACHMENT B: – HORTICULTURE UNITS OF COMPETENCY

Legend

LrnGuide **Learning Guide** - indicates if a Learning Guide has been developed to support the unit of competency.

Learning Guide is further defined as follows:

TP - Learning Guides developed under the Training Package project - based on competency standards.

F **Floriculture**

P **Production Horticulture**

N **Nursery**

G **Parks and Gardens**

L **Landscape**

A **Arboriculture**

T **Turf Management**