



Australian Government

AHCSHG404 Coordinate shearing and wool harvesting teams

Release: 1

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Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Release 11.0.

Application

This unit of competency describes the skills and knowledge required to coordinate shearing and wool harvesting teams and prepare wages.

This unit applies to individuals who take responsibility for their own work and use discretion and judgement in the selection, allocation and use of available resources.

All work must be carried out to comply with workplace procedures, work health and safety (WHS), animal welfare, biosecurity and environmental sustainability practices, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Shearing (SHG)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Determine shearing and wool harvesting staffing requirements	1.1 Assess the numbers and types of staff required for wool harvesting operations 1.2 Prepare a list of job roles required for a wool harvesting operation 1.3 Define the required capabilities of staff prior to selection

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
2. Induct wool harvesting staff	2.1 Brief new staff on relevant awards, enterprise agreements, pay rates and related administration 2.2 Advise new staff of terms and conditions 2.3 Familiarise new staff with the workplace and colleagues 2.4 Outline work health and safety (WHS), the principles of bale traceability, and environmental, biosecurity and animal welfare requirements in detail to staff 2.5 Outline the importance of teamwork and fair work practices to staff
3. Calculate net pay and deductions and pay shearing and wool harvesting staff	3.1 Obtain relevant awards and current pay rates 3.2 Calculate gross earnings for each employee according to employment contracts and agreements 3.3 Calculate and document taxation deductions and superannuation
4. Conduct recording and maintenance of shearing and wool harvesting staff employment and payment records	4.1 Record employment, payment and deductions for shearing and wool harvesting staff in line with workplace and legislative requirements 4.2 Maintain employment and payment records for shearing and wool harvesting staff in line with workplace and legislative requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	Gather and interpret employment legislative requirements from approved sources to identify relevant information while respecting privacy legislation
Writing	Complete employment records and documents using vocabulary, grammatical structure and conventions appropriate to text and audience
Oral communication	- Use listening and questioning techniques to ascertain needs - Use clear language and appropriate tone during interactions with

	shearing and wool harvesting staff
Numeracy	Apply staffing calculation formulas to ascertain shearing and wool harvesting staff pay requirements

Unit Mapping Information

Code and title current release	Code and title previous release	Comments	Equivalence status
AHCSHG404 Coordinate shearing and wool harvesting teams	AHCSHG405 Arrange employment for shearing operations	Merged with AHCSHG407 Prepare shearing team wages Utilises Element 1 and with minor edits Foundation skills information added Performance evidence volume and frequency added Performance evidence and knowledge evidence regarding determining staff needs and staff induction are retained and clarified with changes to add specificity Assessment conditions clarified	Not equivalent
AHCSHG404 Coordinate shearing and wool harvesting teams	AHCSHG407 Prepare shearing team wages	Merged with AHCSHG405 Arrange employment for shearing operations Utilises Element 2 and Performance Criterion 3.1 with minor edits Foundation skills information added Performance evidence volume and frequency and added Performance evidence and	Not equivalent

		knowledge evidence regarding calculation of earnings and maintaining records are retained and clarified with changes to add specificity Assessment conditions clarified	
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Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>

Assessment Requirements for AHCSHG404 Coordinate shearing and wool harvesting teams

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Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- determined shearing and wool harvesting staffing requirements on two occasions
- inducted one shearing staff member and one wool harvesting staff member on one occasion
- calculated earning and deductions and organised payment for one shearing or wool harvesting staff member on one occasion
- recorded and maintained employment and payment records over one designated wool harvesting operation.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- industry awards and conditions for shearing and associated wool harvesting occupations
- duty statements for each category of shearing and wool harvesting staff
- equal employment opportunity legislation
- staff selection process for shearing, wool harvesting
- induction procedures for shearing, wool harvesting
- work health and safety (WHS) legislation relevant to shearing and wool harvesting
- employment legislation relevant to shearing and wool harvesting
- animal welfare legislation and codes of practice applying to shearing and wool harvesting job roles
- workplace biosecurity and environment policies relating to shearing and wool harvesting
- bale traceability principles
- physical and financial recording systems for pay calculations and deductions
- accounting system software programs for pay calculations and deductions

- how wages are calculated for different employment categories, such as piece work, daily, per run, per fleece
- types of records kept during shearing, including:
 - tally book
 - wool book/bale weight book
- roles of wool harvesting team, including:
 - shearer/learner shearer
 - crutcher
 - shearing cook
 - shed hand
 - wool presser
 - shearing shed expert
 - Wool Classer
- teamwork principles, including:
 - working towards a common goal
 - communicating effectively and cooperatively
 - understanding the work responsibilities of team members
 - respecting others' needs
 - embracing diversity
- additional allowances that can be claimed, such as for first aid, travel, vehicle
- maintenance of employment and payment records
- legislative requirements for keeping records of contracts, wage payments and payment summaries.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
 - skills must be demonstrated in a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - computer
- relationships:
 - shearing and wool harvesting staff.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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