



Australian Government

AHCSHG406 Prepare shearing team wages

Release: 1

AHCSHG406 Prepare shearing team wages

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

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

All work must be carried out to comply with workplace procedures, legislative requirements and work health and safety policies.

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.

No occupational 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

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Maintain staff records	1.1 Confirm that all employees are signed on and declaration forms are signed 1.2 Arrange employment agreements 1.3 Record work 1.4 Total units of work for each employee 1.5 Maintain injury records 1.6 Collect tax file and superannuation numbers and maintain

Element	Performance criteria
	confidentially
2. Calculate earnings	2.1 Obtain relevant awards and current pay rates 2.2 Follow employment contracts and agreements 2.3 Calculate gross earnings for each employee
3. Calculate deductions and net pay	3.1 Calculate taxation deductions 3.2 Complete group certificates 3.3 Forward tax to the Australian Taxation Office 3.4 Calculate and document occupational superannuation 3.5 Forward superannuation payment to appropriate fund
4. Pay staff	4.1 Confirm pays are prepared and staff paid in accordance with the relevant Award 4.2 Arrange cash advances on request

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCSHG406A Prepare shearing team wages

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>

Assessment Requirements for AHCSHG406 Prepare shearing team wages

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Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- maintain staff records
- calculate earnings, deductions and net pay
- prepare pays and pay slips

Knowledge Evidence

The candidate must demonstrate knowledge of:

- recording systems and maintaining records
- • Australian Tax Office requirements including GST and PAYG requirements
- legislative requirements for keeping records of contracts, wage payments and group certificates
- Federal Pastoral Industry Award and/or State Shearing Award of Queensland, and/or Western Australian Shearing Contractors Award

Assessment Conditions

Competency is to be assessed in the work place or workplace and simulated environments that accurately reflect performance in a real workplace setting.

Assessors must satisfy current standards for RTOs.

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