



Australian Government

AHCSHG407 Prepare shearing team wages

Release: 1

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Modification History

Release	Comments
Release 1	This version released with Agriculture Horticulture and Conservation and Land Management Training Package 4.0.

Application

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

This unit applies to individuals who manage shearing teams, 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, legislative requirements and workplace health and safety policies.

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

Pre-requisite Unit

Nil

Unit Sector

Shearing (SHG)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Maintain staff records	1.1 Confirm that all employees are signed on and declaration forms are completed and signed 1.2 Collect tax file and superannuation numbers and maintain confidentially 1.3 Arrange employment agreements for staff

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	1.4 Ensure number and type of sheep shorn is recorded accurately 1.5 Record total units of work for each employee relevant to basis of engagement 1.6 Maintain staff injury records
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 Produce payslips for individuals 3.3 Transfer tax to the Australian Taxation Office 3.4 Calculate and document superannuation 3.5 Transfer superannuation payment to appropriate fund
4. Pay staff	4.1 Schedule electronic transfer of funds to individuals, in accordance with the relevant award 4.2 Arrange cash advances on request

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	Access and interpret legislation and regulations relevant to taxation and superannuation
Get the work done	Effectively navigate online banking systems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCSHG407 Prepare shearing team wages	AHCSHG406 Prepare shearing team wages	Performance criteria clarified Foundation skills added Assessment requirements updated	Equivalent unit

Links

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

Assessment Requirements for AHCSHG407 Prepare shearing team wages

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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 prepared wages for three shearing team members from different employee categories, using manual or computer-based systems, and including:

- maintained staff records
- calculated earnings, deductions and net pay
- arranged electronic transfers for individual's pay
- produced individual's pay slips.

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:

- physical and financial recording systems
- accounting system software programs
- how wages are calculated for different employment categories, such as piece work, daily, per run, per fleece
- types of records kept during shearing, including the number and types of sheep shorn, the number of bales produced, the size of the shed
- roles of a shearing team, including shearer, learner shearer, crutcher, shearing cook, shed hand, wool presser, shearing shed expert and wool classer
- additional allowances that can be claimed, such as for mess, travel, vehicle
- Commonwealth and/or state and territory awards relevant to the shearing industry
- maintenance of employment and payment records
- Australian Tax Office requirements including Goods and Services Tax, Pay As You Go withholding tax and Super Guarantee Charge
- legislative requirements for keeping records of contracts, wage payments and payment summaries
- Commonwealth or state/territory legislation relevant to hiring shearing contractors.

Assessment Conditions

Assessment of skills 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:
 - information about shearing activity over a pay period
 - access to internet banking
- specifications:
 - access to relevant award for shearing operations, and ATO and superannuation requirements.

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

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