



Australian Government

AHCWOL404 Establish work routines and manage wool harvesting and preparation staff

Release: 1

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Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to establish work routines and manage wool harvesting and preparation staff.

All work must be carried out to comply with workplace procedures, work health and safety, animal welfare and biosecurity legislation and codes, and sustainability practices.

This unit applies to individuals who take responsibility for their own work and for the quality of the work of others within known parameters. They provide and communicate solutions to a range of predictable and sometimes unpredictable problems.

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

Wool (WOL)

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. Define work roles for shed staff	1.1 Define the roles and responsibilities of shed staff 1.2 Identify the skills of shed staff and match with available tasks and duties 1.3 Identify the requirements of job duties and Code of Practice and communicate to shed staff

Element	Performance criteria
	1.4 Explain work health and safety policy and procedures to staff and monitor implementation 1.5 Explain animal welfare and biosecurity policies to staff and monitor implementation
2. Induct shed staff	2.1 Identify work health and safety hazards, assess risks and implement suitable controls 2.2 Communicate the details of shearing, including flock and mob details to staff 2.3 Brief new staff on relevant awards, enterprise agreements, pay rates and related administration 2.4 Advise new staff of terms and conditions and sign on 2.5 Familiarise new staff with the workplace and colleagues 2.6 Explain the enterprise's environmental policy and procedures and monitor implementation
3. Support on-the-job training	3.1 Encourage individuals to self-evaluate performance and identify areas for improvement 3.2 Determine training needs through appraisal of staff and monitoring of work performance 3.3 Analyse practical skills and then explained and demonstrated as required 3.4 Provide workplace learning opportunities with coaching and mentoring to support learning 3.5 Adjust staff responsibilities to allow for practice and skills development where required
4. Performance manage shed staff	4.1 Establish performance standards for clip preparation and communicate to individuals and the team 4.2 Explain skirting requirements and monitor skirtings ratio 4.3 Describe the requirements for separating specific parts of the fleece to wool handlers using the Code of Practice and processor requirements 4.4 Use motivation strategies for shed staff to maintain a consistent focus on clip preparation standards and timing of operations
5. Maintain effective working relations with the team	5.1 Recognise problems and address through discussion with work group 5.2 Seek assistance from work group members when difficulties arise in achieving allocated tasks 5.3 Use discussion and information sharing to communicate requirements of work activities through a participative approach 5.4 Manage disagreements and conflicts constructively using appropriate conflict management strategies

Element	Performance criteria
6. Provide feedback to shed staff	6.1 Provide confirmatory feedback to emphasise good performance and technique and its importance for clip quality 6.2 Provide corrective feedback in a constructive way, including an explanation of the effects of poor performance or incorrect technique and strategies for improvement 6.3 Address under performance both on an individual and team basis 6.4 Use clip data to share feedback on clips prepared with team members

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 AHCWOL404A Establish work routines and manage wool harvesting and preparation staff

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 AHCWOL404 Establish work routines and manage wool harvesting and preparation staff

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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:

- supervise and instruct staff to achieve work activities
- delegate and allocate tasks
- identify staff training needs and provide on job training, mentoring and coaching as required
- implement effective time management
- use problem solving techniques to address staffing and resource issues motivate and performance manage work team
- manage conflicts within work team
- communicate with team members
- implement and monitor work health and safety policies and procedures
- implement enterprise biosecurity policies and procedures
- implement and monitor enterprise animal welfare policies and procedures
- implement enterprise environmental policies and procedures

Knowledge Evidence

The candidate must demonstrate knowledge of:

- shearing industry awards, agreements and personnel processes
- principles of team work, negotiation and time management
- principles of workplace instruction/training and coaching techniques
- principles of conflict management
- features of effective communication for feedback and motivation
- principles of staff performance management
- features of the Code of Practice for the Preparation of Australian Wool Clips and other relevant quality standards

- requirements of the relevant work health and safety legislation, environmental protection, biosecurity and animal welfare legislation and codes of practice

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 and be currently registered with the Australian Wool Exchange as Australian Wool classers.

Links

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