



Australian Government

Department of Education, Employment and Workplace Relations

AHCSHG405A Arrange employment for shearing operations

Release: 1

AHCSHG405A Arrange employment for shearing operations

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the processes involved with arranging employment for shearing operations and defines the standard required to: determine staffing requirements for shearing; advertise vacancies and recruit staff; induct staff into the shearing team.
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Application of the Unit

Application of the unit	This unit applies to shearing team managers.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
1. Determine staffing requirements	1.1. Assessments are made of the numbers and types of staff required for wool harvesting. 1.2. Lists of duties are drawn up for additional staff. 1.3. Required capabilities of staff are defined prior to selection.
2. Seek applicants	2.1. Informal enquiries are made and vacancies advertised. 2.2. Possible staff are followed up by telephone and in person.
3. Select staff	3.1. Potential staff are interviewed against selection criteria. 3.2. Staff are selected having due regard to equal employment opportunity.
4. Induct staff	4.1. New staff are briefed on relevant awards, enterprise agreements, pay rates and related administration. 4.2. New staff are advised of terms and conditions and signed on. 4.3. New staff are familiarised with the workplace and colleagues. 4.4. Occupational Health and Safety (OHS) legislation and requirements are outlined in detail to staff.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- determine staff needs
- select and induct staff
- carry out induction processes
- use literacy skills to read, interpret and follow organisational policies and procedures, develop sequenced written instructions, record accurately and legibly information collected and select and apply procedures to a range of tasks
- use oral communication skills/language competence to fulfil the job role as specified by the organisation including questioning, active listening, asking for clarification, negotiating solutions and responding to a range of views
- use numeracy skills to estimate, calculate and record routine and more complex

REQUIRED SKILLS AND KNOWLEDGE

workplace measures and data

- use interpersonal skills to work with others and relate to people from a range of cultural, social and religious backgrounds and with a range of physical and mental abilities.

Required knowledge

- 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.

Evidence Guide

EVIDENCE GUIDE	
The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge and include achievement of the following: • determine staffing requirements for shearing • advertise vacancies and recruit staff • induct staff into the shearing team.
Context of and specific resources for assessment	Competency requires the application of work practices under work conditions. Selection and use of resources for some worksites may differ due to the regional or enterprise circumstances.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole.	
Shearing operations may include:	• all sheep types, shearing facilities and equipment that are likely to be used for wool harvesting.

Unit Sector(s)

Unit sector	Shearing
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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