



Australian Government

Department of Education, Employment and Workplace Relations

AHCSHG406A Prepare shearing team wages

Release: 1

AHCSHG406A Prepare shearing team wages

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the processes involved with preparing shearing team wages and defines the standard required to: maintain staff records; calculate earnings, deductions and nett pay; prepare pays for workers.
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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

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1. Maintain staff records	1.1. All employees are signed on and declaration forms signed. 1.2. Employment agreements are arranged. 1.3. Work is recorded accurately. 1.4. Units of work are totalled for each employee. 1.5. Injury records are maintained. 1.6. Tax file and superannuation numbers and collected and maintained confidentially.
2. Calculate earnings	2.1. Relevant awards and current pay rates are obtained. 2.2. Employment contracts are followed. 2.3. Gross earnings are calculated for each employee.
3. Calculate deductions and nett pay	3.1. Taxation deductions are calculated. 3.2. Group certificates are completed. 3.3. Tax is forwarded to the Australian Taxation Office. 3.4. Occupational superannuation is calculated and documented.
4. Pay staff	4.1. Pays are prepared and staff paid in accordance with the relevant Award. 4.2. Cash advances are arranged on request.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

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

REQUIRED SKILLS AND KNOWLEDGE

abilities.

Required knowledge

- maintaining records
- contract duplicates
- group certificate copies
- work records
- books of account
- GST requirements
- PAYG.

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: • maintain staff records • calculate earnings, deductions and nett pays • prepare pays for workers.
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.	
Payment of wages may include:	• all awards and legislation that deal with the payment of wages and withholding of taxation and superannuation.

Unit Sector(s)

Unit sector	Shearing
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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