



Australian Government

Department of Education, Employment and Workplace Relations

AHCWOL404A Establish work routines and manage wool harvesting and preparation staff

Release: 1

AHCWOL404A Establish work routines and manage wool harvesting and preparation staff

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the establishment of work routines and management of wool harvesting and preparation staff and defines the standard required to: allocate and communicate staff roles and responsibilities; provide information on industrial arrangements to staff; perform shed staff duties including pen up, board person, wool handler; explain clip preparation requirements to shed staff; provide training to overcome capability shortfalls in individuals and the team; implement strategies to foster teamwork and trust and deal with conflict; monitor team and individual work performance and provide confirmatory or corrective feedback; implement environmental policies in the shearing workplace.
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Application of the Unit

Application of the unit	This unit covers the functions required for a wool classer to establish shearers' work routines and manage shed staff and clip types.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

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. Define work roles for shed staff	1.1. Roles and responsibilities of shed staff are clearly defined. 1.2. Skills of shed staff are accurately identified and matched with available tasks and duties. 1.3. Requirements of job duties and Code of Practice are clearly identified and communicated to shed staff. 1.4. Occupational Health and Safety (OHS) policy and procedures are effectively communicated and implemented.
2. Induct shed staff	2.1. OHS hazards are identified, risks assessed and suitable controls are implemented. 2.2. The details of shearing, including flock and mob details, are communicated to staff 2.3. New staff are briefed on relevant awards, enterprise agreements, pay rates and related administration. 2.4. New staff are advised of terms and conditions and signed on. 2.5. New staff are familiarised with the workplace and colleagues. 2.6. Enterprise environmental policy and procedures are effectively communicated and implemented.
3. Perform shed hand duties	3.1. Board persons' duties are performed including picking up and throwing fleece, sweeping board and preparing non fleece wools. 3.2. Wool handlers' duties are performed including skirting and rolling a fleece, preparing non fleece wools and keeping wool area clean. 3.3. Pen up duties are performed including keeping mobs separate and monitoring and filling catching pens. 3.4. Wool pressers' activities are performed including keeping wool press area clean, pressing, branding, weighing and recording bale details in the wool book.
4. Support on-the-job training	4.1. Individuals are encouraged to self-evaluate performance and identify areas for improvement. 4.2. Training needs are determined through appraisal of staff and the monitoring of work performance. 4.3. Practical skills are analysed and then explained and/or demonstrated as required. 4.4. Workplace learning opportunities are provided, with coaching and mentoring to support learning. 4.5. Staff responsibilities are adjusted to allow for practice and skills development where required.
5. Performance manage	5.1. Performance standards for clip preparation are

ELEMENT	PERFORMANCE CRITERIA
shed staff	established and communicated to individuals and the team. 5.2. Skirting requirements are explained, accurate and efficient technique demonstrated and skirtings ratio is monitored. 5.3. Requirements for separating specific parts of the fleece are clearly described to wool handlers and justified by Code of Practice or processor requirements. 5.4. Motivation strategies are used for shed staff to maintain a consistent focus on clip preparation standards and timing of operations.

ELEMENT	PERFORMANCE CRITERIA
6. Maintain effective working relations with the team	6.1. Problems are recognised and addressed through discussion with work group. 6.2. Assistance is sought from work group members when difficulties arise in achieving allocated tasks. 6.3. Discussion and information sharing is routinely used to communicate requirements of work activities through a participative approach. 6.4. Disagreements and conflicts are managed constructively using appropriate conflict management strategies.
7. Provide feedback to shed staff	7.1. Feedback is clear, constructive and provided promptly to individuals to maintain high quality clip preparation. 7.2. Confirmatory feedback is provided to emphasise good performance and technique and its importance for clip quality. 7.3. Corrective feedback is provided in a constructive way, including an explanation of the effects of poor performance or incorrect technique and strategies for improvement. 7.4. Under performance is addressed both on an individual and team basis. 7.5. Clip data is used to share feedback on clips prepared with team members.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- supervise and instruct staff to achieve work activities
- delegate and allocate tasks
- identify and provide training requirements
- plan and monitor ongoing training needs
- demonstrate effective time management
- demonstrate safe workplace and environmentally responsible practices
- solve problems (staffing, resources)
- motivate and performance manage staff
- pen up sheep

REQUIRED SKILLS AND KNOWLEDGE

- monitor penned sheep
- identify contaminants
- pick up fleeces
- handle non fleece wools
- skirt fleeces
- operate the wool press
- weigh, brand and stack bales safely
- record bale details
- 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 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

- shearing industry Awards and personnel processes
- principles of team work, negotiation and time management
- instruction and coaching techniques
- conflict management
- communication for feedback and motivation
- enterprise training requirements and processes.
- relevant State/Territory legislation, regulations and Codes of Practice with regard to workplace OHS, environmental protection, and the use and control of hazardous substances and machinery and equipment
- hazard identification, assessment and control
- maintaining records
- sheep behaviour
- animal welfare
- board duties
- contamination
- parts of the fleece
- non fleece wools
- wool press operating procedures
- bale requirements.

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: • allocate and communicate staff roles and responsibilities • provide information on industrial arrangements to staff • perform shed staff duties including pen up, board person, wool handler • explain clip preparation requirements to shed staff • provide training to overcome capability shortfalls in individuals and the team • implement strategies to foster teamwork and trust and deal with conflict • monitor team and individual work performance and provide confirmatory or corrective feedback • implement environmental policies in the shearing workplace.
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.	
Clip types may include:	• merino • crossbred

RANGE STATEMENT	
	• other breeds.

Unit Sector(s)

Unit sector	Wool
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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