Modification history

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| Release | Comments |
| Release 1 | This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package release 11.0. |

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| AHCWOL4X07 | Establish work routines |
| Application | This unit of competency describes the skills and knowledge required to establish work routines and train wool harvesting and preparation staff.  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.  All work must be carried out to comply with workplace procedures, workplace health and safety (WHS), animal welfare, biosecurity, and sustainability practices, according to state/territory health and safety regulations, legislation, codes and standards that apply to the workplace.  No 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 | Performance Criteria |
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| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
| 1. Define and explain work roles for wool harvesting staff | 1.1 Define the job duties and the roles and responsibilities of wool harvesting staff in line with workplace requirements  1.2 Identify the skills of wool harvesting staff and match with available tasks and duties  1.3 Explain the requirements of the Code of Practice for the Preparation of Australian Wool Clips, traceability and relevant quality standards including time management to wool harvesting staff  1.4 Explain workplace health and safety (WHS) and fair work policies and procedures to wool harvesting staff and monitor implementation  1.5 Explain the use of personal protective equipment (PPE) and demonstrate its use to ensure correct fit  1.6 Explain animal welfare policies to staff  1.7 Explain the workplace’s biosecurity and environmental policy and procedures |
| 2. Induct wool harvesting staff | 2.1 Identify WHS hazards, assess risks and implement suitable controls  2.2 Communicate the details of shearing, including flock and mob details to wool harvesting staff  2.3 Brief new wool harvesting staff on relevant awards, enterprise agreements, pay rates and related administration  2.4 Advise new wool harvesting staff of employment terms and conditions  2.5 Familiarise new wool harvesting staff with the workplace and colleagues |
| 3. Support on-the-job training and team work | 3.1 Determine training needs through appraisal of individual staff members and team performance  3.2 Analyse practical skills and then explain and demonstrate as required  3.3 Provide workplace learning opportunities with coaching and mentoring to support learning  3.4 Adjust staff responsibilities to allow for practice and skills development where required  3.5 Encourage individuals to self-evaluate performance and identify areas for improvement  3.6 Maintain staff training records in line with workplace requirements |

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| 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 | * Source and interpret the requirements of the Code of Practice for the Preparation of Australian Wool Clips and relevant legislative information |
| Writing | * Complete documentation using relevant vocabulary, grammatical structure and conventions appropriate to text and audience |
| Oral communication | * Provide concise and accurate information to advise wool harvesting tea members about their job roles and workplace policies using industry terminology |
| Numeracy | * Interpret numerical information relating to employment conditions and commercial rates * Relay time management requirements to wool harvesting staff |

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| Unit Mapping Information | | | |
| Code and title current release | Code and title previous release | Comments | Equivalence status |
| AHCWOL4X07 Establish work routines | AHCWOL404 Establish work routines and manage wool harvesting and preparation staff | Unit split into 2 units: AHCWOL4X07 Establish work routines AHCWOL4X04 Manage wool harvesting and preparation staff  Elements 1-3 utilised in this unit  Application wording clarified  Two new Performance Criteria’s added in Element 1 to cover animal welfare and biosecurity  One new Performance Criteria added in Element 3 to cover training records management  Foundation Skills information added  Changes to Performance Evidence to specify volume and frequency  Knowledge Evidence - more specificity added  Assessment Conditions clarified | Not equivalent |

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| Links | Companion Volumes, including Implementation Guides, are available at VETNet:  https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72 |
| TITLE | Assessment requirements for AHCWOL4X07 Establish work routines |
| 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:   * supervised, instructed and delegated work activities that have to be completed within specified time limits to wool harvesting staff on two occasions * identified staff training needs and provided on job training, mentoring and coaching as required for two wool harvesting staff members. | |

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| 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:   * shearing industry awards, agreements and personnel processes * wool harvesting staff duties:   wool handlers  wool pressers  board duties  wool classers  penning mobs  shearers   * principles of team work, negotiation and time management * principles of staff supervision/performance management, including:   facilitating effective communication  team building  providing advice, guidance and direction for staff.  supporting learning and development for staff  making staff feel valued and positively impact on staff morale and wellbeing  supporting conflict resolution and service development  mentoring   * principles of workplace instruction/on the job training and coaching techniques, including:   coaching  one-on-one guidance  mentoring  on line learning  job rotation   * motivation strategies, including:   reward systems  team goals/achievements  commercial pay requirements   * wool harvest traceability requirements, including:   farm of origin  industry Wool Classer Specification  individual bale numbering and bale labels  property identification detail   * features of quality assurance processes used in the workplace and, in the industry, including:   specific and measurable reequipments  appropriate and realistic specifications  timely reporting  documentation requirements   * features of the Code of Practice for the Preparation of Australian Wool Clips and other relevant quality standards * requirements of the relevant workplace health and safety (WHS), fair work legislation, environmental protection, biosecurity and animal welfare legislation and codes of practice * safety features of personal protective equipment (PPE) and when and how it should be used. |

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| Assessment Conditions |
| Assessment of the skills in this unit of competency 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:   equipment and materials appropriate for a wool harvesting shed   * relationships:   wool harvesting staff  Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.  Assessors must be currently registered with the Australian Wool Exchange as Australian Wool classers. |

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