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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| AHCWOL4X06 | Document a wool clip |
| Application | This unit of competency describes the skills and knowledge required to prepare the documentation for a wool clip to meet the requirements of the Code of Practice for the Preparation of Australian Wool Clips, relevant legislation and the workplace. The documentation of a wool clip contributes to the wool harvesting operation by optimising efficiency for the owner/manager.  This unit includes instructing others in the use of the system, maintaining the records and advising the owner or manager of issues where appropriate.  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. Establish recording system and documentation | 1.1 Select documentation that complies with the requirements of the Code of Practice for the Preparation of Australian Wool Clips, relevant legislation and the workplace  1.2 Establish guidelines for the use of the recording system including the type, frequency and format of recording  1.3 Inform those who are to use the recording system of their obligations and any specific instructions that are necessary  1.4 Check documentation regularly to confirm that it is accurately completed and updated at the proper times  1.5 Comply with workplace health and safety (WHS), traceability and biosecurity recording standards |
| 2. Complete records for wool classing | 2.1 Complete documents and records required by the workplace and the market  2.2 Complete wool clip specification prior to consignment, to ensure that the correct lotting advice is provided to the selling broker/ buyer and the owner/manager  2.3 Make any additional notes or give advice necessary on the documents so that they are clearly understood  2.4 Obtain all signatures and registrations that are required and include on documentation  2.5 Prepare wages statements for contractors according to the agreements reached in employment conditions |
| 3. Provide information and advice to the owner/manager | 3.1 Make suggestions for improved safety and fleece quality that are derived from observations, smoothness of workflow, and discussions with the wool harvesting team  3.2 Make suggestions for appropriate quality assurance schemes and traceability processes  3.3 Communicate the wool clip specification to the appropriate authority at shed cutout |

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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 on clip specification and related documents using relevant vocabulary, grammatical structure and conventions appropriate to text and audience |
| Oral communication | * Provide advice on work activity to brokers or buyers using language that is appropriate to the industry |
| Numeracy | * Use employment agreements and tally books to calculate work hours and piece rates for contractors |

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| Unit Mapping Information | | | |
| Code and title current release | Code and title previous release | Comments | Equivalence status |
| AHCWOL4X06 Document a wool clip | AHCWOL307 Document a wool clip | Application clarified Performance Criteria’s added context and requirements on quality, biosecurity and traceability requirements  Foundation Skills information added  Changes to Performance Evidence to specify volume and frequency  Knowledge Evidence, bullet points 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 AHCWOL4X06 Document a wool clip |
| 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 documented wool clips on at least one occasion for each of the following:   * Fine/Superfine Merino * Medium/Strong Merino * Crossbred wool clips. | |

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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:   * features of the Code of Practice for the Preparation of Australian Wool Clips and other relevant quality standards * features of quality assurance schemes used in the workplace and in the industry, including: * specific and measurable requirements * appropriate and realistic specifications * timely reporting * documentation requirements * requirements for the completion of a clip specification * premiums and discounts for wool characteristics * pressing and branding requirements * skirting technique and appropriate skirting ratios for different clip types * impact of contamination in the wool * employment conditions and agreements for a range of workers in a wool harvesting team * documentation requirements using available technology for wool clip preparation and shearing operations:   + tally books   + wool books   + wool classer specifications   + wage calculations * bale traceability requirements, including: * farm of origin * industry Wool Classer Specification * individual bale numbering and bale labels * property identification detail * requirements of workplace health and safety (WHS) and biosecurity standards and animal welfare codes of practice and policies * safety features of personal protective equipment (PPE) and when 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 to document a wool clip * relationships: * wool harvesting team * owner/manager * selling broker or buyer   Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.  Assessors must currently be registered with the Australian Wool Exchange as Australian Wool classers. |

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