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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| AHCWOLXXX | Manage wool harvesting and preparation staff |
| Application | This unit of competency describes the skills and knowledge required to manage 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. Performance manage wool harvesting and preparation staff | 1.1 Establish performance standards for clip preparation and communicate to individuals and the team  1.2 Explain skirting requirements and monitor skirtings ratio  1.3 Describe the requirements for separating specific parts of the fleece to wool handlers using the Code of Practice for the Preparation of Australian Wool Clips and processor requirements  1.4 Explain the importance of wool traceability and relevant quality standards  1.5 Use motivation strategies for wool harvesting staff to maintain a consistent focus on clip preparation standards and timing of operations  1.6 Monitor adherence to workplace health and safety (WHS), the use of personal protective equipment (PPE) and fair work policies and procedures  1.7 Monitor implementation of animal welfare policies to staff  1.8 Monitor the implementation of the workplace’s biosecurity and environmental policy and procedures |
| 2. Maintain effective working relations with the team | 2.1 Recognise problems and address through discussion with work team  2.2 Seek assistance from work team members when difficulties arise in achieving allocated tasks  2.3 Use discussion and information sharing to communicate requirements of work activities through a participative approach  2.4 Manage disagreements and conflicts constructively using appropriate conflict management strategies |
| 3. Provide feedback to wool harvesting and preparation staff | 3.1 Provide confirmatory feedback to emphasise good performance and technique and its importance for clip quality  3.2 Provide corrective feedback in a constructive way, including an explanation of the effects of poor performance or incorrect technique and strategies for improvement  3.3 Address under performance both on an individual and team basis  3.4 Use clip data to share feedback on clips prepared with team members  3.5 Document performance individual and team related information 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 engage wool harvesting staff 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 |
| AHCWOL4X04 Manage wool harvesting and preparation staff | AHCWOL404 Establish work routinesand manage wool harvesting and preparation staff | Unit split into 2 units: AHCWOL4X07 Establish work routines and AHCWOL4X04 Manage wool harvesting and preparation staff  Elements 5-6 utilised in this unit  Application wording clarified  Four additional Performance Criteria’s added in Element 1 to cover traceability, WHS and animal welfare  One additional Performance Criteria added to Element 3 to cover performance documentation  Foundation Skills information added  Changes to performance evidence to specify volume and frequency  Knowledge evidence, more specificity added and other wording clarification  Bullet points added for staff duties; performance management; traceability; quality assurance processes; safety features of PPE  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 AHCWOL4X04 Manage wool harvesting and preparation staff |
| 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 monitored work activities that have to be completed within specified time limits to wool harvesting and preparation staff on two occasions   * used problem solving techniques to address staffing and resource issues on two occasions * motivated, performance managed and resolved conflict for one work team. | |

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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 and preparation 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:   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 and preparation 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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