

Modification history

Release	Comments
Release 1	This version released with Agriculture Horticulture and Conservation and Land Management Training Package 24.0.

AHCSHG406XX	Prepare shearing team wages
Application	<p>This unit of competency describes the skills and knowledge required to prepare the wages for shearing teams.</p> <p>This unit applies to individuals who manage shearing teams, who take responsibility for their own work and use discretion and judgement in the selection, allocation and use of available resources.</p> <p>All work must be carried out to comply with workplace procedures, legislative requirements and work health and safety policies.</p> <p>This unit applies to individuals who take responsibility for their own work and use discretion and judgement in the selection, allocation and use of available resources.</p> <p>No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.</p>
Prerequisite unit	Nil
Unit sector	Shearing (SHG)

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Maintain staff records	1.1 Confirm that all employees are signed on and declaration forms are signed 1.2 Collect tax file and superannuation numbers and maintain confidentially 1.2 Arrange employment agreements 1.3 Ensure number of sheep sheared is recorded accurately Record work 1.4 Total units of work for each employee 1.5 Maintain sheep injury records 1.6 Collect tax file and superannuation numbers and maintain confidentially
2. Calculate earnings	2.1 Obtain relevant awards and current pay rates 2.2 Follow employment contracts and agreements 2.3 Calculate gross earnings for each employee
3. Calculate deductions and net pay	3.1 Calculate taxation deductions 3.2 Complete Produce group certificates payslips for individuals 3.3 Forward-Transfer tax to the Australian Taxation Office 3.4 Calculate and document occupational superannuation 3.5 Forward-Transfer superannuation payment to appropriate fund
4. Pay staff	4.1 Schedule electronic transfer of funds to individuals, Confirm pays are prepared and staff paid in accordance with the relevant award 4.2 Arrange cash advances on request

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AHCSHG406~~XX~~ Prepare shearing team wages

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
{Skill} Reading	<ul style="list-style-type: none"> ▲ Access and interpret legislation and regulations relevant to taxation and superannuation{Style to be applied is SI Bullet List 1} ▲ Use sentence case (i.e. commence with upper case) for each bullet point but do not put a full stop at the end • See <i>Guidelines</i> for the skills to be described, the order in which to list them and hints on writing descriptions
Get the work done	<ul style="list-style-type: none"> • Effectively navigate online banking systems
{Skill}	<ul style="list-style-type: none"> ▲ SI Bullet List 1 ▲ SI Bullet List 1
{Style to be applied in left column is SI Text}	<ul style="list-style-type: none"> ▲ SI Bullet List 1 ▲ SI Bullet List 1

Unit mapping information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCSHG406 ??XX Prepare shearing team wages	AHCSHG406 Prepare shearing team wages	<u>Performance criteria clarified. Foundation skills added. Assessment requirements updated.</u>	<u>Equivalent unit</u>

Links	Companion Volumes, including Implementation Guides, are available at VETNet at: https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72
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TITLE	Assessment requirements for AHCSHG406XX Prepare shearing team wages AHCCFPXX1 Identify benefits of carbon farming
Performance Evidence	
<p>An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has prepared wages for at least one shearing team of at least three members, including:An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.</p> <p>— [Use a suitable stem (or stems) to introduce the list items. See the <i>Guidelines</i> for ideas on suitable stems. Remember that this field must include product and/or process evidence AND indicate volume and/or frequency of the required product/process evidence.]</p> <p>— [There must be evidence that the individual has xxx:</p> <ul style="list-style-type: none"> ▲ [all bullet points starts with lower case ▲ use past tense of verb to start dot points e.g. participated ▲ format like this using style SI Bullet List 4 ▲ if a bullet point needs a second level bullet point format like this: ▲ and then use SI Bullet List 2 for second level bullets ▲ last bullet point end with full stop.] <p>— The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.</p> <p>— The candidate must provide evidence that they can:</p> <ul style="list-style-type: none"> • maintained staff records • calculated earnings, deductions and net pay • prepare arranged electronic transfers for individual's pay • s and produced individual's pay slips. 	
Knowledge Evidence	
<p>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:</p> <ul style="list-style-type: none"> • financial recording systems and • maintaining maintenance of employment and payment records • Australian Tax Office (ATO) requirements including Goods and Services Tax (GST) and pay as you go (PAYG) requirements • legislative requirements for keeping records of contracts, wage payments and group certificates • relevant Commonwealth or state/territory legislation relevant to shearing contractors. ▲ Federal Pastoral Industry Award and/or State Shearing Award of Queensland, and/or Western Australian Shearing Contractors Award. 	
Assessment Conditions	
<p>Assessment of skills must take place under the following conditions:</p> <ul style="list-style-type: none"> • physical conditions: <ul style="list-style-type: none"> • skills must be demonstrated in an environment that accurately represents workplace conditions • resources, equipment and materials: <ul style="list-style-type: none"> • information about shearing activity over a pay period • access to internet backing • specifications: <ul style="list-style-type: none"> • access to relevant award for shearing contractors, and ATO and superannuation requirements. 	

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Assessment Conditions

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Assessment of skills must take place under the following conditions:

- ▲ ~~[physical conditions:]~~
 - ▲ ~~[e.g. skills must be demonstrated in [a commercial kitchen/a racing stable/veterinary practice/vineyard] or an environment that accurately represents workplace conditions]~~
- ▲ ~~[resources, equipment and materials:]~~
 - ▲ ~~[e.g. live horses]~~
 - ▲ ~~[e.g. use of specific tools]~~
 - ▲ ~~[e.g. use of specific items of personal protective equipment]~~
- ▲ ~~[specifications:]~~
 - ▲ ~~[e.g. use of specific workplace documents such as policies, procedures, processes, forms]~~
 - ▲ ~~[e.g. use of manufacturer's operating instructions for specific equipment, machinery, etc.]~~
 - ▲ ~~[e.g. access to specific safety data sheets]~~
 - ▲ ~~[e.g. use of workplace instructions/job specifications/client briefs]~~
 - ▲ ~~[access to specific legislation/codes of practice]~~
- ▲ ~~[relationships: (include only if the individual needs to interact with internal and/or external people during assessment of skills):~~
 - ▲ ~~[e.g. client(s), customer(s)]~~
 - ▲ ~~[e.g. team member(s), supervisor(s)]~~
- ▲ ~~[timeframes: (include only if time is an essential assessment condition)~~
 - ▲ ~~[e.g. according to time specified in job sheet]~~
 - ▲ ~~[e.g. within a specific time period]~~
 - ▲ ~~[final point only ends with a full stop.]~~

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet at: <https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>.