Australian Government

Department of Education, Employment and Workplace Relations

MSAPMSUP106A Work in a team

Revision Number: 1

INDUSTRY SKILLS COUNCILS
Creating Australia's Future

MSAPMSUP106A Work in a team

Modification History

Not applicable.

Unit Descriptor

Unit descriptor
This competency covers the organisation of team activities to fit in with the scheduling of work to meet operational guidelines.

Application of the Unit

Application of this unit
This competency is typically performed by people who work within a team structure with limited discretionary powers
The worker will:

- plan and organise activities in accordance with instructions
- use appropriate interpersonal skills to contribute to effective teamwork
- seek assistance from other team members where appropriate
- complete logs and reports.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisites
This unit has **no** prerequisites.
Individual organisations may choose to add prerequisites and corequisites relevant to their processes.

Employability Skills Information

Employability Skills
This unit contains employability skills.

Elements and Performance Criteria Pre-Content

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes of a unit of competency	Performance Criteria describe the required performance needed to demonstrate achievement of the Element. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
ELEMENT	Performance Criteria describe the required performance needed to demonstrate achievement of the Element. Assessment of performance is to be consistent with the Evidence Guide.
1. Identify work activities.	1.1 Identify task requirements of the team. 1.2 Identify individual tasks that are part of the team requirement. 1.3 Prioritise team and individual activities as directed.
2. Organise daily work plan.	2.1 Break work activities down into small achievable components. 2.2 Record activities as required by procedures/work instructions. 2.3 Seek assistance from other team members when difficulties in achieving allocated tasks arise.
3. Participate in a team.	3.1 Use interpersonal skills appropriate to the effective teamwork of the shift/crew/section within the workplace. 3.2 Acknowledge information and feedback provided by other team members in work group. 3.3 Acknowledge team roles and support team members in achieving their role. 3.4 Practise teamwork within and between groups to contribute to the achievement of company work standards.

Required Skills and Knowledge

This describes the essential skills and knowledge and their level required for this unit.
Knowledge and understanding of organisation information systems, procedures and equipment sufficient to plan daily work activities in order to meet timelines.
Knowledge of organisation standard procedures and work instructions and relevant regulatory requirements, along with the ability to implement them within appropriate time constraints and in a manner relevant to the operation of the system.
Competence also includes the ability to:

- use effective communication techniques
- identify where teams fit into the organisational structure
- apply organisation quality and safety procedures
- complete required workplace documentation
- distinguish between urgent and non-urgent tasks.

Language, literacy and numeracy requirements
This unit requires the ability to read and understand typical product specifications, job sheets, procedures and work instructions, material labels and safety information as provided.
Writing is required to the level of completing workplace forms.
Basic numeracy is required to the extent required by work instructions and procedures.

Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the Performance Criteria, required skills and knowledge, the Range Statement and the Assessment Guidelines for this Training Package.
Overview of assessment
A holistic approach should be taken to the assessment.
Assessors must be satisfied that the person can consistently perform the unit as a whole, as defined by the Elements, Performance Criteria and skills and knowledge.
Critical aspects for assessment and evidence required to demonstrate competency in this unit
It is essential that competence is demonstrated in the knowledge and skills defined in this unit. These may include the ability toidentify work activities and prioritise work in order to meet timelines, whilst interacting as a member of a group.
Consistent performance should be demonstrated. For example, look to see that:

- activities are planned in accordance with instructions
- willingness to participate as part of a team is demonstrated
- relevant procedures are accessed and utilised in completing activities
- timelines are adhered to
- assistance is sought from relevant personnel when difficulties arise.

Assessment method and context
Assessment will occur on-the-job or in a simulated workplace.
Competence in this unit may be assessed:

- by observation over time on a processing plant or in a manufacturing environment
- in a situation allowing the generation of evidence of the ability to respond to problems
- by using a suitable simulation and/or a range of case studies/scenarios
- through a combination of these techniques.

In all cases it is expected that practical assessment will be combined with targeted questioning to assess the underpinning knowledge and theoretical assessment will be combined with appropriate practical/simulation or similar assessment. Assessors need to be aware of any cultural issues that may affect responses to questions.

Assessment processes and techniques must be culturally appropriate and appropriate to the oracy, language and literacy capacity of the assessee and the work being performed.

Specific resources for assessment

This section should be read in conjunction with the Range Statement for this unit of competency. Resources required include suitable access to an operating plant or equipment that allows for appropriate and realistic simulation. A bank of case studies/scenarios and questions will also be required to the extent that they form part of the assessment method. Questioning may take place either in the workplace, or in an adjacent, quiet facility such as an office or lunchroom. No other special resources are required.

Access must be provided to appropriate learning and/or assessment support when required. Where applicable, physical resources should include equipment modified for people with disabilities.

Range Statement

RANGE STATEMENT

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts. Where reference is made to industry codes of practice, and/or Australian/international standards, the latest version must be used.

Context

This competency applies to all work environments and sectors in the manufacturing industries.

Procedures

All operations are performed in accordance with procedures.

Procedures include all relevant workplace procedures, work instructions, temporary instructions and relevant industry and government codes and standards.

Tools and equipment

This competency includes use of equipment and tools such as PPE.

Hazards

Typical workplace hazards include:

- chemicals and hazardous materials
- gases and liquids under pressure
- moving machinery
- materials handling

- working at heights, in confined spaces, or in environments subjected to heat, noise, dust or vapours.

Problems

Respond to routine problems means 'apply known solutions to a limited range of predictable problems'. Typical problems include:

- required information/materials not available
- required tool/equipment not available
- conflict of work priorities
- interpersonal conflict within the team.

Appropriate action for non-routine problems may be reported to designated person or other action specified in the procedures.

Unit Sector(s)

Not applicable.