Australian Government

Department of Education, Employment and Workplace Relations

AUM3020A Influence and lead work groups in an automotive manufacturing environment

Release: 1

AUM3020A Influence and lead work groups in an automotive manufacturing environment

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the application of the required skills and knowledge to influence and lead work groups in an automotive environment including resolving problems as they arise. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Application of the Unit

Application of the unit	This unit applies to the automotive and related component manufacturing environment and involves application of skills and knowledge at a *specialist* level. These skills and knowledge are to be used within the scope of the person's job and authority.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	Nil

Employability Skills Information

Employability skills	This unit contains Employability Skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Plan and determine group activity	1.1. ***Instructions***, ***organisational requirements*** and plans are read and interpreted to identify processes and materials to complete work tasks 1.2. Information about objectives is obtained and clarified 1.3. Optimal method to complete a new activity or a number of related activities is planned on a cooperative basis 1.4. Responsibility for planning a component of activity is taken on an individual or shared basis 1.5. Responsibility for completion of certain components of activities is accepted on an agreed or shared basis
2. Participate in work group activity	2.1. Forms of communication appropriate to the activity are applied 2.2. Responsibility for quality, timeliness and appropriate levels of productivity is taken on an agreed individual and shared basis 2.3. Assistance in completion of activities is sought where required 2.4. Problems are discussed and resolved through accepted processes
3. Monitor progress of activity	3.1. Processes are decided on an individual and collective basis 3.2. Individual members of the work team monitor their role in the activity's progress 3.3. Feedback is provided to the work group on effectiveness of activity 3.4. Ways of improving performance are proposed and agreed upon an a collective basis

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the essential skills and knowledge and their level, required for this unit.

Required skills

- speak clearly and directly
- apply teamwork to a range of situations
- solve problems particularly in teams paying attention to performance indicators to reflect changed circumstances
- show initiative in adapting to changing work conditions or contexts particularly when working across a variety of work areas
- access, interpret and apply information on relevant organisation policies, procedures and instructions
- manage time when planning, preparing and organising work priorities
- take responsibility for organising own work priorities.

Required knowledge

- relevant Occupational Health and Safety and Environmental legislation, regulations, standards and codes of practice and organisation policies and procedures needed to carry out work in a manner which ensures the safety of people, equipment and the environment.
- organisational supply/replenishment systems and processes for materials, equipment and tools
- quality systems and performance measures
- established communication channels and protocols
- problem identification and resolution
- procedures for the recording, reporting and maintenance of organisation records and information.

Evidence Guide

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	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the following is essential: • compliance with relevant legislation, regulations, standards, codes of practice and established safe practices and organisation policies and procedures for influencing and leading work groups • working and communicating effectively and positively with others involved in the work • applying, within authority, the requirements of the job or work role in relation to: • ways to effectively review performance are decided upon either individually or with others • feedback is provided to the work group on the effectiveness of the activity • achieving work quality goals • completing work area housekeeping requirements • modify activities to cater for variations in organisation context and environment.
Context of and specific resources for assessment	• assessment of the competency should take place in a safe working environment in a passenger motor vehicle manufacturing plant or simulated environment using tools/equipment/machinery required for the production process without undue disruption to the production process • assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints.
Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: • assessment methods must confirm consistency and accuracy of performance (over time and in a range of organisation relevant contexts) together with application of underpinning knowledge • assessment methods must be by direct observation

EVIDENCE GUIDE	
	of tasks and include questioning on underpinning knowledge to ensure its correct interpretation and application
	• assessment may be applied under project related conditions (real or simulated) and require evidence of process
	• assessment must confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances.

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. Bold italicised wording in the Performance Criteria is detailed below. 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.	
Instructions may include:	• organisation procedures relating to the use and operation of tools and equipment • production planning figures • organisation instructions, including job sheets, plans, specifications, drawings and designs • organisation procedures relating to reporting and communications • manufacturers' instructions for the use of equipment and materials.
Organisational requirements may include:	• access and equity principles and practices • environmental management (waste disposal, recycling and re-use guidelines) • emergency and evacuation procedures • equipment use procedures • ethical standards • legal obligations • maintenance and storage procedures • OHS requirements • organisational and site guidelines • policies and procedures relating to own role and responsibility • procedural manuals • quality assurance guidelines • quality and continuous improvement processes and standards • recording and reporting guidelines.

Unit Sector(s)

Unit sector	Automotive Manufacturing

Competency field

Competency field	Passenger Motor Vehicle

Co-requisite units

Co-requisite units	Nil