



Australian Government

Department of Education, Employment and Workplace Relations

FDFPPL2001A Participate in work teams and groups

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the skills and knowledge required to work effectively with others to complete work activities.
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Application of the Unit

Application of the unit	This unit can apply to participation in structured teams and informal work groups.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

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

ELEMENT	PERFORMANCE CRITERIA
1. Identify team objectives	<p>1.1. Team tasks, responsibilities and performance measures are identified and agreed</p> <p>1.2. Tasks required to achieve goals and performance standards are discussed and agreed</p>
2. Participate in planning work activity	<p>2.1. Personal work tasks and roles are negotiated to ensure team goals and performance standards are met</p> <p>2.2. Information is provided to contribute to planning work group activities</p> <p>2.3. Personal skills are assessed to identify match with team skill needs</p> <p>2.4. Personal workload is planned to meet team goals and performance standards</p>
3. Complete work tasks and roles to meet team requirements	<p>3.1. Work is undertaken to achieve team goals and performance standards</p> <p>3.2. Communication between team members and with other work areas is appropriate and timely</p> <p>3.3. Timely requests are made for assistance as required to meet team goals and performance standards</p> <p>3.4. Assistance is provided to other team members to achieve team goals and performance standards</p> <p>3.5. Work is conducted in accordance with workplace environmental guidelines</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- identify team objectives, responsibilities and performance standards
- confirm and agree on work roles and responsibilities within the team
- complete work responsibilities within agreed timelines
- assess time and other resource requirements related to achieving own work responsibilities
- identify problems and request assistance in a timely manner to achieve personal and team goals
- use communication techniques appropriate to the audience
- exchange constructive feedback with team members
- participate effectively in team processes, including working with own team members and with other teams and work areas
- support other team members to achieve team goals
- use oral communication skills/language competence to fulfil the job role as specified by the organisation, including questioning, active listening, asking for clarification and seeking advice from supervisor
- work cooperatively within a culturally diverse workforce

Required knowledge

Knowledge of:

- procedures for establishing team goals and performance standards
- methods used to measure achievement of personal and team goals
- team goals and personal role in achieving work outcomes
- group processes, including basic facilitation, negotiation and conflict resolution

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>Assessment must be carried out in a manner that recognises the cultural and literacy requirements of the assessee and is appropriate to the work performed. Competence in this unit must be achieved in accordance with food safety standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Evidence of ability to:</p> <ul style="list-style-type: none"> • identify team goals and expectations and personal role within the team • plan work to maximise outcomes for team • apply communication skills to engage with other participants • participate in and support the achievement of team goals.
<p>Context of and specific resources for assessment</p>	<p>Assessment must occur in a real or simulated workplace where the assessee has access to:</p> <ul style="list-style-type: none"> • opportunities to participate in team processes • workplace arrangements for establishing company, workplace and team goals • methods used to measure and report on performance against targets or standards • resources required to achieve personal work requirements.
<p>Method of assessment</p>	<p>This unit should be assessed together with core units and other units of competency relevant to the function or work role.</p>
<p>Guidance information for assessment</p>	<p>To ensure consistency in one's performance, competency should be demonstrated on more than one occasion over a period of time in order to cover a variety of circumstances, cases and responsibilities, and where possible, over a number of assessment activities.</p>

Range Statement

RANGE STATEMENT	
<p>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, if used in the performance criteria, is detailed below. 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) may also be included.</p>	
Policies and procedures	Work is carried out in accordance with company policies and procedures, regulatory and licensing requirements, legislative requirements and industrial awards and agreements
Personal and team measures	<p>Personal measures may include:</p> <ul style="list-style-type: none"> • achievement of work outcomes • performance appraisal systems <p>Team measures may include</p> <ul style="list-style-type: none"> • performance indicators
Teams	<p>Teams refer to:</p> <ul style="list-style-type: none"> • both defined teams and to work groups who interact to achieve work outcomes and/or to address a specific function or issue
Achieving team goals	<p>Achieving team goals typically involves:</p> <ul style="list-style-type: none"> • cooperation with own team members and with other teams and work areas
Workplace language	<p>Everyday workplace language is used and may include:</p> <ul style="list-style-type: none"> • commonly used technical terms
Communication systems	<p>Communication systems reflect the culture of the workplace and the workforce. This may include:</p> <ul style="list-style-type: none"> • communicating with people from diverse cultural backgrounds and with people with limited English language and literacy skills

Unit Sector(s)

Unit sector	People management/planning/logistics
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		