



Australian Government

Department of Education, Employment and Workplace Relations

LGAWORK309A Coordinate the work activities of a team

Release 2

LGAWORK309A Coordinate the work activities of a team

Modification History

LGAWORK309A Release 2: Layout adjusted.

LGAWORK309A Release 1: Primary release.

Unit Descriptor

This unit covers the coordination of the work activities of small work groups or teams.

Application of the Unit

This unit supports the attainment of skills and knowledge required for competent workplace performance in councils of all sizes. Knowledge of the legislation and regulations within which councils must operate is essential. The unique nature of councils, as a tier of government directed by elected members and reflecting the needs of local communities, must be appropriately reflected.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

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 Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Organise and oversee work of a team	<p>1.1 <i>Work plan</i> is developed to meet schedule and instructions.</p> <p>1.2 Expertise of individual group members is identified and drawn on in the allocation of tasks.</p> <p>1.3 Tasks are clearly allocated and communicated to team members taking into account each member's knowledge of the work and level of language and literacy.</p> <p>1.4 Roles and responsibilities are negotiated within the team .</p> <p>1.5 Potential or actual <i>problems</i> within the team are identified and resolved or referred to appropriate personnel.</p> <p>1.6 Work group's performance is discussed constructively with group members.</p> <p>1.7 Work group progress is reported according to workplace requirements.</p> <p>1.8 Council's equal employment opportunity policy and other policies and procedures relevant to the coordination of work are followed.</p>
2 Maintain records	<p>2.1 Information is recorded in accordance with council and legislative requirements.</p> <p>2.2 Details are recorded clearly, accurately and legibly.</p> <p>2.3 Records are secured, made accessible and kept up to date.</p>

Required Skills and Knowledge

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

Required Skills

- problem solving
- record keeping
- analytical
- interpersonal

Required Knowledge

- prioritising activities
- contingency management
- scheduling

Evidence Guide

Overview of assessment requirements	A person who demonstrates competency in this unit will be able to perform the outcomes described in the Elements to the required performance level detailed in the Performance Criteria. The knowledge and skill requirements described in the Range Statement must also be demonstrated. For example, knowledge of the legislative framework and safe work practices that underpin the performance of the unit must be demonstrated.
Critical aspects of evidence to be considered	<p>Relevant council policies and procedures are followed.</p> <p>Ability to work with individual team members and the team as a whole must be evident.</p> <p>Work activities must fit council requirements and services provided.</p> <p>Work activities of the team or group are coordinated to achieve an efficient outcome.</p> <p>Developed work plans are adhered to.</p>
Context of assessment	<p>May be assessed:</p> <ul style="list-style-type: none"> • on the job • simulated workplace environment • written assignment • short-answer test • oral questioning • observation • or any combination of the above
Relationship to other units(prerequisite or co-requisite units)	To enable holistic assessment this unit may be assessed with other units that form part of the job role.
Method of assessment	<p>The following assessment methods are suggested:</p> <ul style="list-style-type: none"> • observation of the learner performing a range of workplace tasks over sufficient time to demonstrate handling of a range of contingencies • written and/or oral questioning to assess knowledge and understanding • completion of workplace documentation • third-party reports from experienced practitioners • completion of self-paced learning materials including personal reflection and feedback from trainer, coach or supervisor
Evidence required for demonstration of	Evidence will need to be gathered over time across a range of variables.

consistent performance

Resource implications In accordance with a range of variable requirements.

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.

Work plan may include:

- short-term
- daily work plan
- small project plan

Team may include:

- work team
- work group
- indoor
- outdoor

Problems may include:

- group
- interpersonal conflicts

Unit Sector(s)

Operational Works