Australian Government

Department of Education, Employment and Workplace Relations

MEM16013A Operate in a self-directed team

Release: 1

INDUSTRY SKILLS COUNCILS
Creating Australia's Future

MEM16013A Operate in a self-directed team

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers an individual effectively participating in a highly developed and self-directed team.

Application of the Unit

Application of the unit	This unit applies to participation in a formally established, developed or developing self-directed team.
	Examples are engineering production teams responsible for a product or process, maintenance teams and special-purpose project teams.
	Typically, team parameters, constraints and objectives would be determined by sources external to the team.
	The team would be responsible for all aspects of its designated function and members would have day-to-day responsibility for managing themselves and their work.
	Typical team tasks might include planning and scheduling activities, making production-related decisions and acting on problems.
	Where team parameters require adjustment as a result of team discussions or planning, then appropriate authorisation and approvals are established using standard operating procedures. Individual team participants would already be competent with technical aspects of team activities.
	This unit is intended to apply to participation within a formally established and recognised team. Where an individual works with others, such as within a section or department, unit MEM16007A (Work with others in a manufacturing, engineering or related environment) should be regarded as sufficient.
	This unit may be included in a Certificate II in Engineering - Production Technology or higher qualification.
	Band: This unit has dual status and is to be regarded as both a Specialisation band A unit and Specialisation band B unit for progression to C5 (AQF level V).

	Unit Weight: **2**

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
Path 1	MEM16007A	Work with others in a manufacturing, engineering or related environment

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 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.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify team function and composition	1.1. Team purpose and scope are identified and understood. 1.2. Team composition, including role of self and team members, is understood. 1.3. Established parameters, rules and team norms are identified and understood.
2. Participate in team planning	2.1. Significant contribution is made to planning the team activities, based on the individual's technical skills, knowledge and competence. 2.2. Contribution is made to the allocation and performance of team tasks.
3. Function effectively as a team member	3.1. Interaction with team members is in accordance with established rules, conventions and procedures. 3.2. Tasks and responsibilities are performed effectively and in accordance with team objectives. 3.3. Real or perceived issues are resolved by effective and appropriate contributions from team member. 3.4. Significant contribution is made to team performance, based on member's own technical skills and application of established principles and practices for effective teamwork.
4. Monitor and review team performance	4.1. The team member participates effectively in the planning and development of team review process. 4.2. Relevant performance data is collected and analysed on an individual and team basis using standard enterprise procedures and methodology. 4.3. Results are used to evaluate own and team performance against established performance indicators and to assist determination of improvement requirements. 4.4. Principles/techniques for effective team development are used to identify own/team improvement strategies.
5. Implement team performance improvements	5.1. Performance improvement processes and strategies are implemented on an individual and collective basis using standard enterprise procedures. 5.2. Individual and team performance improvements are evaluated using standard enterprise procedures. 5.3. Adjustments to improvement strategies are made in accordance with team requirements and standard

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ELEMENT	PERFORMANCE CRITERIA
	enterprise procedures.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Look for evidence that confirms skills in:

- identifying team goals and objectives
- participating in team planning - shared and individual
- allocating tasks and sequencing activities
- communicating and interacting effectively with team members
- solving problems individually and with others
- resolving conflict
- performing various team behavioural functions - task and maintenance focused
- making individual and joint decisions
- coordinating effort with others to achieve common objectives
- collecting team performance data
- reviewing performance against indicators
- identifying strategies to improve team performance
- implementing performance improvement processes
- reading, interpreting and following information on written job instructions, specifications, standard operating procedures, charts, lists, drawings and other applicable reference documents
- checking and clarifying task-related information
- checking for conformance to specifications

Required knowledge

Look for evidence that confirms knowledge of:

- team objectives
- team targets/goals, performance indicators
- team member roles - task and behavioural
- team processes, rules and conventions
- scope of work for which the team is responsible
- methods for planning team activities
- team member technical skills, knowledge and competence, relevant to the tasks

REQUIRED SKILLS AND KNOWLEDGE

being planned

- the person(s) responsible for team planning
- impact of planning decisions on other teams, personnel and/or resources
- procedures for obtaining resources
- structure, formation and operation of teams
- characteristics of effective teams
- strategies for effective team development/functioning
- effective team communication
- forms of team leadership and decision-making
- strategies for resolving conflict
- techniques for team problem-solving
- issues that may affect team performance
- the sources of data relevant team performance indicators
- reasons for reviewing team performance
- methods/procedures to evaluate team performance
- where appropriate, source(s) of approval to change team performance parameters
- processes/strategies for improving team performance
- hazards and control measures associated with operating in a self-directed team environment, including housekeeping
- safe work practices and procedures

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, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	A person who demonstrates competency in this unit must be able to operate within a self-directed team. Competency in this unit cannot be claimed until all prerequisites have been satisfied.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge, and be capable of applying the competency in new and different situations and contexts.
Context of and specific resources for assessment	This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate.
	This unit could be assessed in conjunction with any other units addressing the safety, quality, communication, materials handling, recording and reporting associated with operating within a self-directed team or other units requiring the exercise of the skills and knowledge covered by this unit.
Method of assessment	Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.

EVIDENCE GUIDE	
Guidance information for assessment	

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, 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.	
Team	• A highly developed and cohesive work group in which the individuals have a common aim, and in which the jobs and skills of each member fit in with those of others • Team members manage day-to-day activities within operating parameters and constraints • The team is typically characterised by interdependent and complementary effort, high cohesion and culture, conjunctive tasks, effective use of team resources and a focus on continuous improvement • The team may have a single leader or shared leadership
Principles and practices for effective teamwork	Relating to: • goals • problem solving • resolving conflict • team leadership • team decision making • team rules and norms • team roles and behaviours • team maintenance

Unit Sector(s)

Unit sector	

Co-requisite units

Co-requisite units		

Competency field

Competency field	Communication