



Australian Government

Assessment Requirements for SIFXMG001 Coordinate teams

Release: 1

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Modification History

Not applicable.

Performance Evidence

Evidence of the ability to:

- facilitate the development and performance of at least one team
- collaboratively develop team objectives and communication processes
- support team members to identify and solve problems that may impede performance.

Evidence of performance coordinating teams to provide at least two coaching sessions is required to demonstrate consistency of performance and ability to respond to different situations.

Knowledge Evidence

Demonstrated knowledge of:

- basic principles of leadership, motivation and teamwork
- concepts of team dynamics
- processes for team facilitation including effective communication processes and techniques
- concept and principles of mentoring and coaching
- techniques to assist in conflict resolution
- general measure of work performance that include but are not restricted to:
 - general standard of work
 - completing assigned tasks within expected timeframes
 - preparing work plans
 - following work schedules
 - job planning
 - attitude to clients and team members
 - following administrative procedures
- relevant federal, state or territory, and local government legislation, regulations and codes of practice that may impact human resources including Equal Employment Opportunity (EEO) and anti-discrimination
- workplace policies and procedures in relation to coordinating a team, including:
 - workplace change processes
 - disciplinary procedures
 - award procedures

- pay procedures
- organisational structures.

Assessment Conditions

Skills must be demonstrated in funeral services workplace:

- using suitable equipment and resources, including:
 - communication technologies and computers
- under industry conditions where there is:
 - integration of tasks with possible interruptions to work typical of the job role
 - interaction with team members.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c2c3131e-4418-4aa3-8ff1-a855c95f7fd6>