



Australian Government

CSCORG013 Coordinate a work team

Release: 1

CSCORG013 Coordinate a work team

Modification History

Release	Comments
1	<p>This unit was released in CSC Correctional Services Training Package release 1.0 and meets the Standards for Training Packages.</p> <p>This unit supersedes and is equivalent to CSCORG407A Coordinate a work team.</p> <ul style="list-style-type: none"> • PC 3.4 removed

Application

This unit describes the skills required to develop and maintain a cooperative work group, communicate objectives and required standards, support development activities and provide leadership to the work group.

This unit applies to those working in a leadership role at an operational level. In practice, coordinating a work group may overlap with other generalist or specialist work activities.

This is a generic management unit that has been designed to allow significant contextualisation according to the requirements of the organisation, management structures and candidates' work roles and responsibilities.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to leadership.

Those undertaking this unit usually work independently drawing upon support from a range of established resources.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Organisational administration and management

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Develop and maintain a cooperative work group	<p>1.1 Encourage staff to make constructive contributions to team decisions and planning.</p> <p>1.2 Acknowledge contributions to work group operations and respond positively to feedback and suggestions from team members.</p> <p>1.3 Ensure staff members contribute actively to the implementation of new work practices.</p> <p>1.4 Address conflict between staff members.</p>
2. Communicate objectives and required standards	<p>2.1 Ensure staff members are aware of relevant information affecting the work group.</p> <p>2.2 Inform staff of required objectives and standards and encourage staff commitment to objectives and standards to promote continuous improvement.</p> <p>2.3 Model and promote principles and practices of safe, fair and participative work practices to staff.</p> <p>2.4 Provide regular constructive feedback on all aspects of work performance to individuals and team to promote continuous improvement.</p> <p>2.5 Assess performance and address requirements in a fair and timely manner.</p>
3. Support development activities	<p>3.1 Identify specific training needs of individuals and provide training and development opportunities.</p> <p>3.2 Develop and implement agreed action plans to meet individual and group training and development needs.</p> <p>3.3 Encourage and support staff in applying skills and knowledge in the workplace.</p> <p>3.4 Encourage and support staff to attend training courses and to take up other development opportunities.</p>
4. Provide leadership to the work group	<p>4.1 Check and confirm the link between the function of the group and the goals of the organisation.</p> <p>4.2 Use participative decision making to develop, implement and review work of the group and to allocate responsibilities where appropriate.</p> <p>4.3 Give opportunities and encouragement to others to develop new and innovative work practices and strategies.</p> <p>4.4 Identify and resolve conflict with minimum disruption to work</p>

	<p>group function.</p> <p>4.5 Provide staff with the support and supervision necessary to perform work safely and without risk to health.</p> <p>4.6 Allocate tasks within the competence of staff and support staff with appropriate authority, autonomy and training.</p> <p>4.7 Ensure supervision is appropriate to changing priorities and situations and takes into account the different needs of individuals and the requirements of the task.</p>
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Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning					Reading					Writing					Oral communication					Numeracy N/A				
Performance variables																								
1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity									

Further information on ACSF and the foundation skills underpinning this unit can be found in the [Foundation Skills Guide](#) <http://www.govskills.com.au/guides/correctional-services/foundation-skills-guide> on the GSA website.

Unit Mapping Information

Supersedes and is equivalent to CSCORG407A Coordinate a work team.

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=114e25cd-3a2c-4490-baae-47d68dcd2fde>

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