



**Australian Government**

# **CSCORG046 Coordinate a work team**

**Release: 1**

# CSCORG046 Coordinate a work team

## Modification History

Release 1. This is the first release of this unit of competency in the CSC Correctional Services Training Package Release 5.0

## Application

This unit describes the skills and knowledge 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.

An individual undertaking this role usually works independently drawing upon support from a range of established resources.

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.

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

## Pre-requisite Unit

Not applicable.

## Competency Field

Organisational administration and management

## Unit Sector

Not applicable.

## Elements and Performance Criteria

### ELEMENTS

Elements describe the essential outcomes.

### PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- |                                                        |                                                                                                                                                    |
|--------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1 Develop and maintain a cooperative work group</b> | <b>1.1</b> Encourage team members to make constructive contributions to team decisions and planning                                                |
|                                                        | <b>1.2</b> Acknowledge contributions to work group operations and respond positively to feedback and suggestions from team members                 |
|                                                        | <b>1.3</b> Ensure team members contribute actively to the implementation of workplace practices                                                    |
|                                                        | <b>1.4</b> Encourage collaboration between team members to achieve an effective workplace environment                                              |
| <b>2 Communicate objectives and required standards</b> | <b>2.1</b> Ensure team members are aware of relevant information and changes affecting the work group                                              |
|                                                        | <b>2.2</b> Inform team of required objectives and standards and encourage commitment to objectives and standards to promote continuous improvement |
|                                                        | <b>2.3</b> Model and promote principles of safe and fair work practices to team                                                                    |
|                                                        | <b>2.4</b> Provide regular constructive feedback on all aspects of work performance to individuals and team to promote continuous improvement      |
|                                                        | <b>2.5</b> Assess individual performance and address in accordance with organisational procedures                                                  |
| <b>3 Support development activities</b>                | <b>3.1</b> Identify specific training needs of individuals and provide training and development opportunities                                      |
|                                                        | <b>3.2</b> Develop and implement agreed action plans to meet individual and group training and development needs                                   |
|                                                        | <b>3.3</b> Encourage and support team members in applying skills and knowledge in the workplace                                                    |
|                                                        | <b>3.4</b> Encourage and support team members to undertake training and other development opportunities                                            |
| <b>4 Provide leadership to the work group</b>          | <b>4.1</b> Check and confirm the link between the function of the group and the goals of the organisation                                          |
|                                                        | <b>4.2</b> Use participative discussions to develop, implement and review work and allocate responsibilities where appropriate                     |

- 4.3 Provide opportunities and encouragement to team members to develop new and innovative work practices and strategies
- 4.4 Identify and resolve conflict with minimum disruption to work group function
- 4.5 Provide team members with the support and supervision necessary to perform work safely
- 4.6 Allocate tasks within the competence of the team and support with appropriate authority, autonomy and training
- 4.7 Ensure supervision is appropriate to changing priorities and situations and considers the different needs of individuals and the requirements of the task

## Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

## Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Correctional Services Training Package Companion Volume Implementation Guide.

## Unit Mapping Information

This unit replaces and is equivalent to CSCORG013 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>