



Australian Government

Assessment Requirements for FBPPPL3004

Lead work teams and groups

Release: 1

Assessment Requirements for FBPPPL3004 Lead work teams and groups

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has effectively led a work team work team or group, of at least three workers, on at least one occasion, including:

- ensuring all team members understand and agree to team goals and expectations and their personal responsibilities
- planning a team activity to take into account team goals, timelines, individual capabilities and resources
- monitoring outcomes against timelines and communicating progress with team members
- applying effective interpersonal communication skills to engage and support team members
- supporting positive outcomes for the individuals and team.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- facilitation techniques and communication skills to support the active engagement and participation of team members in team processes, including:
 - representation or avocation for the team members or work group
 - individuals with cultural and diverse backgrounds
 - negotiation skills
 - giving and receiving feedback
 - basic performance management
- work procedures relevant to team tasks and related workplace health and safety, food safety, quality and environmental management issues, hazards and control measures
- workplace planning and performance measurement systems and processes
- methods used to measure achievement of individual and team goals

- resource allocation systems used in the workplace as appropriate to secure relevant resources required by the team or group
- methods used to assess team members capabilities, skills and knowledge for the allocation of work
- competency requirements of work functions, including special work conditions covered by licensing or certification
- duty of care when allocating work roles and responsibilities
- workplace competency identification and training arrangements
- the structure and development of work teams
- workplace recording and reporting system and responsibilities.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
 - sample resource management and allocation systems
- relationships:
 - opportunities to work with a team.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4>