



Australian Government

ICPSUP362 Communicate as part of a work team

Release: 1

ICPSUP362 Communicate as part of a work team

Modification History

Release	Comments
Release 1	This version first released with ICP Printing and Graphic Arts Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to communicate as part of a work team. It applies to individuals who perform a range of defined tasks relating to the printing and graphic arts industry, and who may also provide some leadership and guidance to others with some limited responsibility for the output of others.

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

Unit Sector

Support

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Participate in group discussions	1.1 Participant's contribution in a small group discussion to reach agreement on a workplace related issue is clearly evident 1.2 Personal views are presented in a way that supports views of others involved in the discussion 1.3 Appropriate meeting procedures are adhered to 1.4 Information is conveyed in a logical, clear and concise manner 1.5 Follow-up steps are taken as specified
2. Prepare a presentation	2.1 Planning and preparation of a simple presentation is undertaken cooperatively with team members 2.2 Agreed tasks are completed to schedule 2.3 Participant's purpose in the presentation is clearly evident from

ELEMENT	PERFORMANCE CRITERIA
	the context 2.4 Participant's interaction is supportive and constructive
3. Present a job related report to a group	3.1 Views are presented clearly and logically and relate to the aims of the presentation 3.2 Stated purpose of the presentation is achieved

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.3, 2.1	<ul style="list-style-type: none"> Recognises relevant information within workplace documents
Writing	2.1	<ul style="list-style-type: none"> Uses clear, specific and industry related terminology to plan and prepare workplace documents
Oral Communication	1.4, 3.1	<ul style="list-style-type: none"> Provides information using language, tone and vocabulary appropriate to audience and environment
Navigate the world of work	1.3, 1.5, 2.3, 3.2	<ul style="list-style-type: none"> Understands and adheres to workplace procedures Understands nature and responsibilities of own role and how the role contributes to the work of others in the immediate work context
Interact with others	1.1, 1.2, 2.1, 2.4	<ul style="list-style-type: none"> Plays an active role in workgroup discussions, paying some attention to perspectives of others Cooperates with others as part of familiar routine activities and contributes to specific activities requiring joint responsibility and accountability Begins to recognise and accommodate individual differences
Get the work done	2.1, 2.2	<ul style="list-style-type: none"> Takes responsibility for planning, organising and implementing tasks required to achieve required outcomes

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPSUP362 Communicate as part of a work team	ICPSU362C Communicate as part of a work team	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=a74b7a0f-a253-47e3-8be0-5d426e24131d>