



Australian Government

Assessment Requirements for ICPSUP554 Manage teams

Release: 1

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Modification History

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

Performance Evidence

Evidence of the ability to:

- develop plans for individuals and teams that incorporate production requirements, responsibilities and timelines
- devise and implement a solution to a workplace problem
- monitor work health and safety (WHS), environmental quality and performance standards in the work area, and implement improvements if required
- provide clear instructions and information to team members and management
- develop and implement ways to seek feedback from others
- produce a portfolio demonstrating each element has been carried out (which can include rosters, schedules, quality related documentation and testimonials from superiors and workers being supervised).

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

WHS standards in the work area

- identify who is responsible for determining WHS standards
- identify who monitors the WHS standards in the workplace
- describe the responsibilities and rights of individuals in the workplace in relation to WHS

Planning production requirements of individuals to suit skill level

- explain why it is important to determine the skill level of workers
- describe methods used to determine the skill levels of workers

Promoting problem-solving and decision-making

- describe typical problems that arise in the workplace

- describe problem-solving techniques

Developing individual or team participation

- outline ways to encourage team members to participate
- outline ways to improve quality and performance standards
- describe types of checks on quality standards
- identify who has responsibility for implementing improvements to process standards
- outline the ramifications of standards not being improved

Workplace communication

- explain the principles of effective communication with individuals and teams in the workplace
- describe methods of seeking feedback
- outline reasons why seeking and using feedback is important to a team leader.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the Support field of work and include access to special purpose tools, equipment and materials.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

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