



Australian Government

Department of Education, Employment and Workplace Relations

LMTGN2004B Work in a team environment

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit covers the skills and knowledge to work in a team environment.

Application of the Unit

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The unit applies to working in a team environment in a variety of environments including restricted space and hazardous, controlled or exposed conditions.

Work may be conducted in small to large scale enterprises and may involve individual and team-related activities.

The unit is applied according to OHS and workplace practices of the enterprise, which may include:

- requirements prescribed by legislation, awards, agreements and conditions of employment
- standard operating procedures
- work instructions
- oral, written and visual communication
- quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output
- housekeeping
- tasks related to environmental protection, waste disposal, pollution control and recycling

This unit requires the application of skills associated with teamwork and communication to identify and determine team role as well as an ability to operate as a team in performing production tasks and learn required skills. Self management skills are also required to identify own role and responsibilities within the team. This unit also requires an ability to assist in planning and organising work plans for self and team and learning skills in order to ensure own contribution supports team processes.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisites

Employability Skills Information

Employability Skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Determine team role and scope	1.1 Role and scope of team is identified from available information. 1.2 Team parameters, reporting relationships and responsibilities are identified from team discussions and appropriate external sources.
2 Identify own role and responsibility within team	2.1 Own role and responsibilities within team environment are identified. 2.2 Roles and responsibility of other team members are identified and recognised. 2.3 Reporting relationships within team and external to team are identified. 2.4 Responsibility for own skill development to support team functioning is identified.
3 Participate in team planning	3.1 Team work plans are contributed to. 3.2 Ideas for improvement to team work are contributed.
4 Operate as a team member	4.1 Effective and appropriate forms of communication are used and interactions are undertaken with team members who contribute to known team activities and objectives. 4.2 Effective and appropriate contributions are made to complement team activities and objectives, based on own skills and competencies. 4.3 Team agreed reporting lines are followed. 4.4 <i>OHS practices</i> are followed.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, required for this unit.

Demonstrates knowledge of:

- operation of work systems, equipment and management, site and organisational operating procedures
- impact of job on workplace and team and individual performance
- ways to provide support to other team members
- ways to modify activities depending on team requirements and workplace contexts
- appropriate communications, consistent with the culture of the workplace
- ways to handle performance issues
- quality standards and practices
- OHS practices, including hazard identification and control measures
- workplace practices
- recording and reporting practices

Demonstrates skills to:

- read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material
- maintain accurate records
- communicate within the workplace
- sequence operations
- meet specifications
- clarify and check task-related information
- carry out work according to OHS practices

Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for the Training Package.

Critical aspects of evidence	Demonstrates skills and knowledge to: <ul style="list-style-type: none">• locate, interpret and apply relevant information• operate in a team to complete workplace activity• work effectively with others• convey information in written or oral form• select and use appropriate workplace language• follow designated work plan for the job• apply OHS practices in work operations
Consistency in performance	Consistently applies skills and knowledge when: <ul style="list-style-type: none">• organising work• completing tasks according to instructions• working systematically with attention to detail• identifying improvements and avoiding damage• using workplace practices• using OHS practices• recording and reporting accidents and incidents• assessing operational readiness of equipment• recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions
Resource implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices.
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.

Range Statement

RANGE STATEMENT

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the Performance Criteria, is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

Legislative/regulatory requirements All work must comply with relevant Federal and State or Territory legislative or regulatory requirements.

OHS practices OHS practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:

- manual handling techniques
- standard operating procedures
- personal protective equipment
- safe materials handling
- taking rest breaks
- ergonomic arrangement of workplaces
- following marked walkways
- safe storage of equipment
- housekeeping
- reporting accidents and incidents
- environmental practices

Unit Sector(s)

Sector All