MEM16007A Work with others in a manufacturing, engineering or related environment

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers operating in an interactive work environment. It covers contribution to a group effort in order to plan and carry out work. This includes identification of work roles, communication and cooperation with others.

Application of the Unit

Application of the unit	This unit applies to work-related group activities that typically occur in and between sections or departments of an enterprise. Employees would normally be working together to achieve a common purpose e.g. manufacture of a product, maintenance of plant and equipment. Individuals are not responsible for the overall group effort but would be required to contribute to activities and objectives using their own existing technical competencies. **Band**: A **Unit Weight**: 0

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	

Prerequisite units	

Employability Skills Information

Employability skills	This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify roles and responsibilities	1.1. Own role and responsibilities are identified. 1.2. Relationships within immediate group and with employees performing related/interdependent activities are identified.
2. Plan activities	2.1. Common goals, objectives and task requirements are identified and clarified with appropriate persons. 2.2. Individual tasks are determined and agreed on according to workplace procedures.
3. Work with others	3.1. Effective interpersonal skills are applied to interact with others and to contribute to activities and objectives. 3.2. Assigned or agreed tasks are performed in accordance with agreed requirements, specifications and workplace procedures. 3.3. Work progress is reviewed and modified as agreed to complement the work of others. 3.4. Agreed reporting lines are followed using standard operating procedures.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
Look for evidence that confirms skills in: • contributing to planning and allocation of work • performing assigned tasks • coordinating work effort with others • following agreed reporting lines • reading, interpreting and following information on written job instructions, specifications, standard operating procedures, charts, lists, drawings and other applicable reference documents • applying effective interpersonal skills
Required knowledge
Look for evidence that confirms knowledge of:

REQUIRED SKILLS AND KNOWLEDGE

- effective interpersonal strategies and skills:
    - effective listening
    - basic speaking skills
    - use of terminology and jargon
    - giving and receiving feedback
    - checking and clarifying task-related information
    - interpreting instructions
    - basic conflict resolution
    - selecting modes and methods of communication
    - identifying and resolving communication breakdowns and barriers
    - principles of effective communication
- relationships and roles within immediate group and with interdependent others
- reporting relationships and procedures
- own responsibilities with respect to products/services to be provided
- skills and competencies of the individual and other employees performing interdependent activities
- common goals, objectives and task requirements
- sources of technical expertise/assistance
- appropriate forms of communication
- hazards and control measures associated with workplace activities, including housekeeping
- safe work practices and procedures

Evidence Guide

EVIDENCE GUIDE	
The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	A person who demonstrates competency in this unit must be able to operate in a work-based team environment.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge, and be capable of applying the competency in new and different situations and contexts.
Context of and specific resources for assessment	This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate. This unit could be assessed in conjunction with any other units addressing the safety, quality, communication, materials handling, recording and reporting associated with operating in a work-based team environment or other units requiring the exercise of the skills and knowledge covered by this unit.
Method of assessment	Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.
Guidance information for assessment	

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. 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) may also be included.	
Effective interpersonal skills	Basic listening and speaking skills, use of terminology and jargon, giving and receiving feedback, interpreting instructions, verbal and non-verbal modes and methods of communication, communication breakdowns and barriers, basic principles of effective communication

Unit Sector(s)

Unit sector	

Co-requisite units

Co-requisite units		

Competency field

Competency field	Communication