



Australian Government

MSMSUP106 Work in a team

Release: 1

MSMSUP106 Work in a team

Modification History

Release 1. Supersedes and is equivalent to MSAPMSUP106A Work in a team

Application

This unit of competency covers the skills and knowledge required to organise own activities within a team to fit with work schedules and to meet operational guidelines.

This unit of competency applies to team members who are required to use interpersonal and communication skills to plan, organise and complete their work activities according to instructions and with limited discretionary powers.

This unit of competency applies to all work environments.

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

Pre-requisite Unit

Nil

Competency Field

Support

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes

Performance criteria describe the performance needed to demonstrate achievement of the element

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|---|---------------------------------|-----|--|
| 1 | Identify work activities | 1.1 | Identify task requirements of the team |
| | | 1.2 | Identify own tasks that are part of the team requirement |

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|---|---------------------------------|-----|---|
| | | 1.3 | Prioritise team and individual activities as directed |
| 2 | Organise daily work plan | 2.1 | Break work activities down into small achievable components |
| | | 2.2 | Record activities as required by procedures |
| | | 2.3 | Seek assistance from other team members when difficulties in achieving allocated tasks arise |
| 3 | Participate in a team | 3.1 | Use communication and interpersonal skills appropriate to the effective teamwork of the shift/crew/section within the workplace |
| | | 3.2 | Acknowledge information and feedback provided by other team members in work group |
| | | 3.3 | Acknowledge team roles and support team members in achieving their role |

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Procedures

All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, and include one or more of the following:

- emergency procedures
- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant

Communication and interpersonal skills

Communication and interpersonal skills include one or more of the following:

- listening and seeking clarification
- seeking assistance if needed
- accepting feedback
- providing information and support
- acknowledging team roles
- giving constructive feedback
- respecting the views and needs of others
- negotiating agreement on roles, tasks and plans

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSAPMSUP106A Work in a team

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027>