Assessment Requirements for MSTGN2008 Coordinate work of team or section

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to LMTGN2008B Coordinate work of team or section

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include:

- reading and following work instructions, standard operating procedures (SOPs), safe work practices
- prioritising and organising resources (machines, staff, materials and production processes) and allocating work
- using appropriate procedures to assign materials and tasks to team, section and individuals
- providing instruction and advice
- maintaining and monitoring procedures
- identifying and reporting problems with work flow
- analysing and recording results according to workplace procedures
- using effective oral and written communication to explain work related information and seek feedback from team, section members and individuals to help team work effectively
- monitoring and reporting on performance and quality standards, and providing instruction and support as required to achieve standards and outcomes.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- safe work practices and procedures and use of personal protective equipment (PPE)
- production and work flow system in the team
- factors and constraints that impact on effective work flow
- effective work methods to achieve production objectives and timelines
- procedures to allocate tasks:
    - expression of interest
    - worker preference or choice
    - ballot
    - line supervisor directive
    - team consensus
- problem prevention and resolution
- methods for monitoring and coordinating the use of resources
- quality assurance standards and practices

- effective communication:
  - effective verbal and non-verbal communication
  - oral, written and visual communication
  - active listening
  - positive language
  - recognising and adapting to cultural differences
  - negotiation and conflict resolution skills
- workplace procedures
- recording and reporting practices.

Assessment Conditions

- Assessors must:
  - satisfy the assessor competency requirements that are in place at the time of the assessment, as set by the VET regulator
  - have vocational competency in coordinating work of a team or section, at least to the level being assessed, with relevant industry knowledge and experience.
- Assessment should occur in operational workplace situations. Where this is not possible, or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment reflecting realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The unit is applicable to all TCF sectors and assessment must ensure it is delivered to suit the industry it is being applied to.

Links

Companion Volume implementation guides are found in VETNet -
https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=a203ec5c-de7d-406b-b3e1-8f1a9b76e92e