



Australian Government

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

Application

This unit of competency covers the skills and knowledge required to coordinate work of a team or section.

The unit of competency applies to coordinating and monitoring the work of a team or section.

Work requires discretion, initiative and judgement. Work may be conducted in a variety of environments, such as operational workplace activities, restricted space, and hazardous, controlled or exposed conditions.

This unit of competency is applicable to all sectors of the textiles, clothing and footwear (TCF) industry.

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

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

Pre-requisite Unit

Nil

Competency Field

Generic

Unit Sector

Not applicable

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 | Determine job requirements | 1.1 | Follow standard operating procedures (SOPs) |
| | | 1.2 | Comply with work health and safety (WHS) requirements at all times |

- 1.3 Use appropriate personal protective equipment (PPE) in accordance with SOPs
 - 1.4 Identify job requirements from specifications, drawings, job sheets or work instructions
- 2 **Plan and coordinate work schedules**
 - 2.1 Confirm tasks, jobs and work priorities with supervisor or manager
 - 2.2 Use appropriate procedure to assign materials and tasks to team, section and individuals
 - 2.3 Establish and communicate priority of tasks to team, section or individuals
 - 2.4 Organise materials to meet work requirements
- 3 **Monitor performance and quality**
 - 3.1 Communicate orally or in writing with team, section or individuals to establish required work standard and ensure understanding of task requirements
 - 3.2 Monitor and report standard of performance, including quality standards of team, section or individuals, to ensure achievement of outcomes
 - 3.3 Provide instruction and support as required to achieve standards and outcomes
 - 3.4 Communicate proposals for improvements to work processes, efficiency and organisation to appropriate personnel
 - 3.5 Identify proposals to prevent or correct problems and report to appropriate personnel, according to workplace procedures
- 4 **Communicate with work team, section and individuals**
 - 4.1 Monitor implementation of WHS and environmental standards and procedures and provide feedback to work team, section and individuals
 - 4.2 Use effective communication to explain work related information
 - 4.3 Seek feedback from team, section members and

individuals to help team work effectively

Foundation Skills

This section describes those required skills (language, literacy and numeracy) 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.

Workplace procedures include one or more of the following:

- requirements prescribed by legislation, awards, agreements and conditions of employment
- SOPs
- 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
- WHS practices

Appropriate personnel include, but are not limited to, one or more of the following:

- line supervisor or manager
- team or section leaders
- supervisors or managers in other sections
- technical specialists

Unit Mapping Information

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Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=a203ec5c-de7d-406b-b3e1-8f1a9b76e92e>