Australian Government

Department of Education, Employment and Workplace Relations

PUATEA001B Work in a team

Revision Number: 1

PUATEA001B Work in a team

Modification History

Not applicable.

Unit Descriptor

Unit Descriptor	This unit covers competency in working with others and making a positive contribution to the effectiveness and efficiency of a team in a work environment when predominantly under direct supervision. Limited responsibility towards others is required.

Application of the Unit

Application of the Unit	The application of this unit in the workplace - the environments, complexities and situations involved - will be written during Phase II of the Review of the PUA00 Public Safety Training Package.
	This text will be useful for the purposes of job descriptions, recruitment advice or job analysis; where possible, it will not be too job specific to allow other industries to import it into other Training Packages, where feasible.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite Unit/s	Nil

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 required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the Required Skills and Knowledge and/or the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. **Contribute to team activities**	1.1 Roles and responsibilities of team members are recognised
	1.2 Contribution is made to identifying team goals and objectives
	1.3 *Activities* are completed to required standard within timeframe and in accordance with ***organisation's policies and procedures***
	1.4 *Assistance* in the completion of tasks is requested from other team members where appropriate
	1.5 Team members are assisted to ensure efficient and safe completion of tasks in accordance with organisation's policies and procedures
	1.6 Participation by team members is encouraged and acknowledged
	1.7 Changes in allocated role and responsibilities are implemented
	1.8 Team meetings are attended regularly and punctually
2. **Share knowledge and information**	2.1 Information relevant to work is communicated effectively with team members to enable efficient completion of tasks in accordance with the organisation's policies and procedures
	2.2 Knowledge and skills are shared between team members
3. **Give and receive support to/from team members**	3.1 *Feedback*/assistance is given to other team members in an appropriate manner
	3.2 Team members are supported in achieving workplace goals
	3.3 Feedback from other team members is acted upon appropriately

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required Skills

- encouraging others/team members
- following instructions
- interpersonal skills
- listening and using a variety of communication skills
- providing suggestions and information
- reporting information

Required Knowledge

- composition of workplace teams and roles and responsibilities of team members
- non operational and operational communication processes
- techniques for giving and receiving feedback in a constructive manner
- techniques for supporting others

Evidence Guide

EVIDENCE GUIDE

EVIDENCE GUIDE

Critical aspects for assessment and evidence required to demonstrate competency in this unit	It is essential for this unit that competence be demonstrated in the effective communication and contribution to the achievement of tasks consistent with agreed goals
	Consistency in performance
	Evidence will need to be gathered over time in a variety of team situations including regular work group and occasional or one-off work group
Context of and specific resources for assessment	**Context of assessment**
	On the job or in a simulated workplace environment
	Specific resources for assessment
	No special requirements
Guidance information for assessment	Information that will assist or guide assessment will be written during Phase II of the Review of the PUA00 Public Safety Training Package.

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 in the Performance Criteria is detailed below.

Teams comprise	two or more people working towards a shared purpose
Appropriate situation to request assistance may include	difficulty meeting timelines
	to comply with occupational health and safety requirements
	unsure of best method to complete task
	to maximise efficiency
Assisting other team members may include	own tasks completed
	to comply with occupational health and safety requirements
	assistance requested
	actions of others do not comply with requirements
	other team member appears to be having difficulty completing task
Contribute to workplace goals may include	completion of task
	achievement of new competencies
	development of new skills
	attainment of new knowledge
	personal development
Activities may include	Working with other members of a team in a work environment or responding in a combat or support role to natural emergencies technological/industrial emergencies
	civil/political emergencies and non emergency operations including community events
	public relations - activities
	sporting events
	parades
	festivals
Conditions under which this	hazardous conditions eg adverse weather

RANGE STATEMENT

competency may be required include	after dark operations
	difficult terrain
	time pressure
	varying time frames from immediate/short term to long term response operations
	varying access to equipment/resources necessitating the use of improvised techniques
	single or multi organisation responses
	dealing with human behaviours that result from emergency situations
	non-emergency operations and events eg training and community education
Appropriate feedback on performance may include	acknowledging initiative
	aptitude
	ideas
	performance and assistance
	providing constructive criticism
Organisation's policy and procedures may vary between sectors and organisations and may include	legislation relevant to the operation/incident/response
	legislation relevant to the organisation
	operational
	corporate and strategic plans
	operational procedures
	operational performance standards
	organisation's personnel practices
	policy and procedures
	organisation's quality standards
Communication processes may include	established organisation's procedures for recording and reporting
	the use of logs
	notebooks
	pagers
	radios and telephones
	team members may be geographically dispersed and

RANGE STATEMENT

require communication systems and technology to remain in contact

Unit Sector(s)

Not applicable.

Corequisite Unit/s

Co-requisite Unit/s   Nil