



Australian Government

SIRXTAD001 Train others in frontline tasks

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to provide informal on-the-job training to frontline team members.

It applies to individuals working in frontline roles in a diverse range of industry sectors and business contexts. They operate with independence and under limited supervision and guidance from others, and within established organisational policies and procedures.

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

Pre-requisite Unit

Nil

Competency Field

Training and Development

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1. Identify training needs.
2. Conduct on-the-job training.

PERFORMANCE CRITERIA

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

- 1.1. Identify training needs of team member based on performance and organisational requirements.
- 1.2. Determine opportunities for on-the-job training and plan time and resources to conduct training.
- 1.3. Refer identified training needs outside of own level of responsibility to relevant personnel.
- 2.1. Select appropriate training methods relevant to the training needs.
- 2.2. Follow organisational training plan and guidelines as required.

- 2.3. Demonstrate task in sequence providing clear instruction and basic steps for task completion.
 - 2.4. Provide opportunities for team members to ask questions; provide answers and additional information as required.
 - 2.5. Observe team member practise the task under supervision, and provide guidance as required.
3. Review team member performance.
- 3.1. Question team member during performance to verify capacity to correctly complete task.
 - 3.2. Observe team member carry out task unassisted to determine if further training is required.
 - 3.3. Provide constructive feedback on task performance.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Problem-solving skills to:	<ul style="list-style-type: none"> • modify approach to training based on trainee verification of task requirements and ability to undertake task.
Teamwork skills to:	<ul style="list-style-type: none"> • offer positive encouragement throughout the completion of training.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d>