



Australian Government

Department of Education, Employment and Workplace Relations

SUGEFTW3A Facilitate teams

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor

This is an Elective unit. It covers the skills and knowledge required to facilitate teams and work groups.

This unit is based on and equivalent to FDFOPTTW3A. It covers teams facilitation.

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

Element	Performance criteria
1. Facilitate teams	1.1 Team goals and performance indicators are identified and clarified 1.2 Tasks required to achieve performance standards are identified 1.3 Individual work tasks and roles are allocated to ensure team goals and performance standards are met 1.4 Work targets and timelines are negotiated to achieve team goals and performance standards
2. Secure resources to support team performance	2.1 Resources and support needed to complete tasks are identified and negotiated 2.2 Competency requirements of team are identified and checked against competencies held by team members 2.3 Workplace learning requirements are identified and addressed
3. Monitor progress towards achieving team goals	3.1 Work progress is monitored against timelines and performance indicators 3.2 Team members are informed of progress towards achieving team performance indicators 3.3 Potential barriers to achieving team goals are identified and corrective action taken

Required Skills and Knowledge

Not applicable.

Evidence Guide

Evidence guide

The assessment process must address all of the following items of evidence.

Ability to:

1. Facilitate group processes
2. Provide mentoring support to others
3. Provide feedback to individuals on work performance
4. Identify and address learning needs of team members
5. Develop plans and schedules to achieve team goals
6. Identify and negotiate resource requirements to achieve team goals
7. Monitor team outputs against objectives and make adjustments as required to achieve plan
8. Represent and advocate on behalf of the team
9. Inform the team on performance objectives and achievements

Knowledge of:

10. Company and workplace planning processes
11. Procedures for monitoring and reporting on individual and team performance
12. Group processes including basic facilitation, negotiation and conflict resolution
13. Competency identification and training arrangements
14. Stages of team development
15. Conflict resolution, negotiation and problem solving strategies

Relationship with other standards

Pre-requisite units

There are no pre-requisite units for this competency standard.

Co-assessment of related units

Other units of competency relevant to the work role should be assessed in conjunction with this unit.

Resources required for assessment

Assessment must occur in a real or simulated workplace where the assessee has access to:

- Opportunities to facilitate team processes
- Workplace arrangements for establishing company, workplace and team goals
- Methods used to measure and report on performance against target
- Planning processes
- Resources required to achieve team outcomes
- Competency recording and workplace training arrangements

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

Range Statement

Range statement

The range statement indicates the context for demonstrating competence. This statement is a guide and unless otherwise indicated, items may or may not apply as required by the work context.

- Work is carried out in accordance with company policies and procedures, manufacturer's recommendations, legislative requirements, codes of practice and industrial awards and agreements. Codes of practice include the Sugar Milling Operations Industry Code of Practice
- Teams may be a feature of work organisation or formed to address a specific function or issue
- Team practices and work allocation occurs within the context of competency and licensing requirements and industrial agreements
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Unit Sector(s)

Not applicable.