



Australian Government

AMPX306 Provide coaching

Release: 1

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Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to act as a coach to others in the workplace.

Coaching is used when experienced personnel are teamed with new recruits or employees new to a position. The role of a coach is to provide advice, support and guidance as the employee learns new tasks and skills, and becomes familiar with the position and the working environment. In many enterprises, this is referred to as a 'buddy' system. Coaching or buddying is used throughout the meat industry.

This unit must be delivered in the context of Australian meat processing standards and regulations.

All work should be carried out to comply with workplace requirements and hygiene and sanitation standards.

This unit applies to individuals who work under broad direction and take responsibility for their own work, including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

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

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Establish coaching	1.1 Identify areas for development in accordance with

Element	Performance criteria
relationship	organisational and individual requirements 1.2 Apply effective communication styles to develop trust, confidence and rapport 1.3 Make coaching arrangements on how the relationship will be conducted 1.4 Agree upon expectations and goals 1.5 Seek input from relevant personnel, if required
2. Provide coaching support	2.1 Assist individuals to clarify tasks, duties and other requirements associated with their positions 2.2 Assist individuals to gain required skills and expertise through demonstration, guidance, advice and constructive feedback 2.3 Provide a supportive environment to allow individuals to work towards achieving required skill levels 2.4 Encourage individuals to make decisions and take responsibility for the courses of actions or solutions under consideration 2.5 Provide assistance and guidance in a manner that allows individuals to retain responsibility for personal performance
3. Evaluate effectiveness of coaching	3.1 Recognise and openly discuss changes in the coaching relationship 3.2 Make adjustments to the relationship to take account of the needs of both the coach and the individual 3.3 Seek feedback from colleagues and other relevant personnel to identify and implement improvements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMP3102B Provide coaching	E
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Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7>

Assessment Requirements for AMPX306 Provide coaching

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Performance Evidence

The candidate must be observed acting as a coach to others in the workplace. Evidence must demonstrate the candidate's consistency of performance over time.

The candidate must:

- apply communication skills in giving, receiving and analysing feedback relevant to the process of coaching
- apply the organisation's policies, procedures and plans
- apply relevant problem-solving skills
- assist another individual to achieve their goals and development needs through the use of significant workplace knowledge
- create a learning environment that allows for open discussion, feedback, tolerance of mistakes during learning within a safe environment, and affirmation of the individual's worthiness
- demonstrate effective methods of coaching
- demonstrate effective planning skills to organise activities
- identify and apply relevant workplace health and safety, regulatory and workplace requirements
- use appropriate methods and techniques for eliciting and interpreting feedback
- work effectively with individuals who have diverse work styles, aspirations, cultures and perspectives

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- effective learning styles and methods of coaching
- methods for identifying development opportunities
- enterprise's Standard Operating Procedures (SOPs), work instructions and relevant regulatory requirements, and apply them to the coaching process
- principles of coaching for development of competence

Assessment Conditions

Competency must be demonstrated over time and under typical operating or production conditions for the enterprise.

Assessment must occur in the workplace and under normal enterprise or production conditions.

A minimum of three different forms of assessment must be used.

Assessors must satisfy current standards for RTOs.

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