



Australian Government

AUMAMA002 Work effectively in teams

Release: 2

AUMAMA002 Work effectively in teams

Modification History

Release	Comment
Release 1	Unit updated to reflect the new standards for Training Packages Replaces AUMAMA2002 Work effectively with others in teams
Release 2	Updated for clarity and policy adherence

Application

This unit describes the performance outcomes required to work effectively as part of a workplace team.

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

Unit Sector

Management, Leadership and Supervision

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Contribute to teams	1.1 Identify workplace procedures and job role requirements 1.2 Identify team decision-making processes in accordance with workplace requirements and procedures 1.3 Demonstrate participation in team decision making
2. Contribute to work tasks	2.1 Identify roles and responsibilities of self and other team members for production targets 2.2 Follow verbal and written work instructions 2.3 Maintain work effectiveness when changes to teams occur
3. Contribute to team review of work tasks	3.1 Identify and communicate potential work task improvements to the team 3.2 Complete appropriate documentation of work task

Elements	Performance Criteria
	improvements and forward to appropriate personnel for consideration

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Skills	Description
Reading skills to:	- interpret safety information, including job safety analysis (JSA) sheets and safe work method statements (SWMS) where relevant - identify basic job instructions and production targets - interpret workplace meeting procedures, agendas, notices and schedules.
Oral communication skills to:	- actively participate in team decision making and team meetings - follow verbal instructions.
Numeracy skills to:	interpret team key production indicators and production targets.
Teamwork skills to:	understand team member production roles and responsibilities

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AUMAMA002 Work effectively in teams (Release 2)	AUMAMA002 Work effectively in teams (Release 1)	Minor updates to Assessment Requirements. Performance Criteria changed from passive to active voice.	Equivalent

Links

Companion Volume Implementation Guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bd587669-08b3-4cd5-85f0-f9fa0c6304c1>

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Performance Evidence

Before competency can be determined, individuals must have competently worked effectively with others in workplace teams on a minimum of two occasions.

Individuals must demonstrate they can:

- participate in team meetings
- comply with workplace procedures when working with others in teams
- complete tasks in line with job safety analysis (JSA) and safe work method statements (SWMS)
- undertake tasks as a member of the team according to work instructions
- participate in team discussions of work tasks
- participate in team decision making
- participate in achieving team production targets and key production indicators.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements and performance criteria of this unit. This includes:

- fundamentals of team structures
- team reporting procedures
- basic conflict-resolution strategies
- decision-making processes
- causes of conflict in a team
- workplace meeting procedures
- workplace procedures

Assessment Conditions

Assessors must satisfy SNR/AQTF assessor requirements.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Where assessment of competency includes third-party evidence, individuals must provide evidence that links them to working effectively with others in a manufacturing team.

Assessors must verify performance evidence through questioning on skills and knowledge to ensure correct interpretation and application.

The following resources must be made available:

- workplace or simulated workplace
- workplace procedures relating to working effectively with others in teams
- workplace team meeting notices and schedules
- work teams made up of a range of different work groups
- meeting agendas.

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