



Australian Government

AUMAMM001 Influence and lead work groups in an automotive manufacturing workplace

Release: 1

AUMAMM001 Influence and lead work groups in an automotive manufacturing workplace

Modification History

Release	Comment
Release 1	Unit updated to reflect the new standards for Training Packages Replaces AUMAMM3001 Influence and lead work groups in an automotive manufacturing environment

Application

This unit describes the performance outcomes required to influence and lead work groups and resolve problems in an automotive manufacturing environment.

It involves the application of skills and knowledge at a specialist level.

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

Competency Field

Manufacturing - Common

Unit Sector

Management, Leadership and Supervision - Manufacture

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section

Elements	Performance Criteria
1. Plan and determine work group task	1.1 Work instructions and work health and safety (WHS) requirements are identified 1.2 Current work processes are monitored for efficiency and effectiveness 1.3 Process methods necessary to complete a group task are planned 1.4 Responsibility for planning and completing components of the group task is assigned on an individual or shared basis
2. Participate in work group task	2.1 Communication methods appropriate to the group task are applied 2.2 Responsibility for quality and project timelines and proposed productivity outcomes are agreed 2.3 Assistance in completing the group task is sought from appropriate personnel as required 2.4 Problems are discussed and resolved according to workplace procedures
3. Monitor progress of work group task	3.1 Contribution of individual group members to work task progress is monitored 3.2 Feedback is provided to the work group on effectiveness of the group task 3.3 Ways of improving performance are proposed and agreed on

Foundation Skills

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

Skills	Description
Reading skills to:	- interpret team key production indicators and production goals - interpret production requirements and meeting agendas - interpret work instructions.
Writing skills to:	- legibly enter information into manufacturing control documents - complete production control sheets and graphs - legibly complete safety, accident and incident reporting documents.
Oral communication skills to:	- actively participate in team decision making and team meetings - communicate and contribute to the structure of team tasks.

Skills	Description
Numeracy skills to:	• read, interpret and prepare control sheets and charts • interpret team key production indicators and production goals.
Planning and Organising skills to:	• adapting to changing work conditions • manage time when planning, preparing and organising work priorities.

Range of Conditions

This section specifies work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Bold italicised wording, if used in the performance criteria, is detailed below.

<i>Work instructions</i> must include:	• machine set-up procedures • operator instruction sheets (OIS) or workplace equivalent • preventative maintenance checklists • process control plans (PCPs) or workplace equivalent • standard operating procedures (SOPs) or workplace equivalent.
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Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for AUMAMM001 Influence and lead work groups in an automotive manufacturing workplace

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Performance Evidence

Before competency can be determined, individuals must have competently participated in influencing and leading work groups on a minimum of three occasions.

Individuals must demonstrate they can:

- give and receive instructions relating to group task
- work and communicate effectively with others in an automotive manufacturing environment
- influence and lead work groups within scope of own authority to:
 - achieve production goals
 - achieve work quality goals
 - identify problems and apply problem-resolution techniques
- follow work instructions, workplace diversity, equal opportunity and conflict-resolution procedures
- respond constructively to changing work requirements
- show initiative in adapting to changing work conditions or contexts
- manage time when planning, preparing and organising work priorities.

Knowledge Evidence

Individuals must be able to demonstrate knowledge of:

- established workplace communication techniques, channels and protocols
- work health and safety (WHS) requirements relating to influencing and leading automotive manufacturing work groups
- workplace diversity, equal opportunity and conflict-resolution procedures when influencing and leading work groups
- quality systems and performance measures
- recording, reporting and maintenance procedures relating to influencing and leading automotive work groups.

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 activities related to leading work groups in an automotive manufacturing environment.

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

The following resources must be made available:

- automotive manufacturing workplace or simulated workplace
- work instructions
- workplace conflict-resolution, diversity and equal opportunity procedures that inform work involving influencing and leading automotive manufacturing work groups.

Links

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