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Australian Government

Department of Education, Employment and Workplace Relations

AUMAMA2002 Work effectively with others in teams

Release: 1

AUMAMA2002 Work effectively with others in teams

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the application of the required skills and knowledge to work effectively as part of a team, in accordance with agreed team ground rules, within the Automotive Manufacturing industry. Teams may be work groups or other teams required to meet organisation needs. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
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Application of the Unit

Application of the unit	This unit applies to the automotive and related component manufacturing environment and involves application of skills and knowledge at a production worker level. These skills and knowledge are to be used within the scope of the person's job and authority.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Employability skills	This unit contains Employability Skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Contribute to team operations	1.1. Agreed <i>team ground-rules</i> are accepted as the basis for operations 1.2. Team decision-making processes are identified and aligned with <i>enterprise requirements and procedures</i> 1.3. Active participation in the team decision-making process is demonstrated 1.4. Reporting relationships within and beyond the team are identified 1.5. Actions which show consideration for the needs of others and the effect of one's behaviour on others is demonstrated
2. Participate in teams to achieve production targets	2.1. Role of team and roles and responsibilities of members in relation to production targets are identified 2.2. Contributions are made to structure team tasks in the organisation 2.3. Participation in a team to help it achieve its production targets is demonstrated 2.4. Effectiveness is maintained when changes in the team occur or when working in different teams or environments
3. Participate in addressing team's key production indicators	3.1. The team's key production indicators are identified 3.2. Participation in meeting team's key production indicators is demonstrated
4. Participate in team meetings	4.1. Procedures for team meetings are identified 4.2. Proposed agenda items are passed to the meeting organiser 4.3. Team meetings are attended in accordance with notices/schedules 4.4. Contributions to team meetings are constructive and follow standard meeting procedures 4.5. Issues requiring personal follow-up or further consideration are actioned

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, required for this unit.

Required skills

- speak clearly and directly
- apply teamwork to a range of situations
- solve problems particularly in teams in order to meet performance indicators
- show initiative in adapting to changing work conditions or contexts particularly when working across a variety of work areas
- access, interpret and apply information on relevant organisation policies, procedures and instructions
- manage time when planning, preparing and organising work priorities
- take responsibility for organising own work priorities.

Required knowledge

- relevant Occupational Health and Safety and Environmental regulations and organisation policies and procedures needed to carry out work in a manner which ensures the safety of people, equipment and the environment. The specific regulations will vary according to the area of operation
- fundamentals of team structures and dynamics
- causes of conflict and dysfunctional work groups
- basic conflict resolution
- diversity and equity policy and procedures
- basic decision making processes
- established communication channels and protocols
- problem identification and resolution.

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- compliance with relevant legislative, regulations, standards, codes of practice and established safe practices and organisation policies and procedures for working effectively with others in teams
- maintaining a working knowledge of current organisation team/work group arrangements, structures and processes
- working and communicating effectively and positively with others involved in the work
- applying, within authority, the requirements of the job or work role in relation to:
 - contributing to team/work group based operations through
 - participation in the organisation of the team/work group
 - participation in team/work group decision making
 - observing reporting relationships
 - showing consideration for other team/work group members
 - participating in the team/work groups pursuit of production targets
 - participating in the setting and achievement of the team/work groups key production indicators
 - effectively participating in team/work group meetings
- modify activities to cater for variations in organisation context and environment.

Context of and specific resources for assessment

- assessment of the competency should take place in a safe working environment in a passenger motor vehicle manufacturing plant or simulated environment using tools/equipment/machinery required for the production process without undue disruption to the production process
- assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

EVIDENCE GUIDE

- assessment methods must confirm consistency and accuracy of performance (over time and in a range of organisation relevant contexts) together with application of underpinning knowledge
- assessment methods must be by direct observation of tasks and include questioning on underpinning knowledge to ensure its correct interpretation and application
- assessment may be applied under project related conditions (real or simulated) and require evidence of process
- assessment must confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording in the Performance Criteria is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

Team ground-rules may include:

- rules by which a team functions within a formal organisation setting
- ensure smooth functioning and cover how team members will relate to each other and how the team will achieve outputs
- communication
- task assignment
- goal setting
- problem solving
- decision making and general team/work planning

Enterprise requirements and procedures may include but not be limited to:

- legal
- organisational and site guidelines
- policies and procedures relating to own role and responsibility
- quality assurance
- procedural manuals
- quality and continuous improvement processes and standards
- OHS
- emergency and evacuation
- ethical standards
- recording and reporting
- access and equity principles and practices
- equipment use
- maintenance and storage
- environmental management (waste disposal, recycling and re-use guidelines)
- suppliers' operating instructions.

Unit Sector(s)

Unit sector

Teamwork, Supervision and Management - Not Assigned

Competency field

Competency field	Manufacturing - Common
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Co-requisite units

Not applicable.