



Australian Government

FBPPPL2001 Participate in work teams and groups

Release: 1

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Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to work effectively with others in structured teams and informal work groups to complete work activities.

This unit applies to individuals who work under general supervision and whose role includes identifying and providing solutions to a limited range of predictable problems.

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

Pre-requisite Unit

Nil

Unit Sector

People, Planning and Logistics (PPL)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Identify team objectives	1.1 Identify and agree team tasks, responsibilities and performance measures 1.2 Discuss and agree tasks required to achieve goals and performance standards with the team
2. Participate in planning work activity	2.1 Negotiate personal work tasks and roles to ensure team goals and performance standards are met 2.2 Provide information to contribute to planning work group activities

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	2.3 Assess personal skills to identify match with team skill needs 2.4 Plan personal workload to meet team goals and performance standards
3. Complete work tasks to meet team requirements	3.1 Undertake work to achieve team goals and performance standards 3.2 Ensure communication between team members and with other work areas is appropriate and timely 3.3 Make timely requests for assistance as required to meet team goals and performance standards 3.4 Provide assistance to other team members to achieve team goals and performance standards

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Oral communication	• Uses clear language, concepts, tone and pace appropriate for the audience and purpose • Responds to clear requests and contributes to workgroup discussions, when asking and responding to relevant questions as appropriate
Get the work done	• Plans and implements routine tasks and workload making limited decisions on sequencing, timing and collaboration, and seeks assistance in setting priorities

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPPL2001 Participate in work teams and	FDFPPL2001A Participate in work	Updated to meet Standards for Training	Equivalent unit

Code and title current version	Code and title previous version	Comments	Equivalence status
groups	teams and groups	Packages Minor changes to Performance Criteria to clarify intent	

Links

Companion Volume Implementation Guides are found in VETNet: -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4>

Assessment Requirements for FBPPPL2001 Participate in work teams and groups

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Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has effectively participated in work teams or groups of at least three people, on a minimum of two different occasions, including:

- actively participating in discussion about identifying team goals and expectations
- planning work to maximise outcomes for team
- applying communication skills to engage with other participants
- participating in and supporting the achievement of team goals.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- how to plan work to maximise outcomes for team
- appropriate communication skills to engage with other participants
- procedures for establishing team goals and performance standards
- methods used to measure achievement of personal and team goals
- team goals and personal role to achieving work outcomes
- common group communication processes, including:
 - basic negotiation skills
 - conflict resolution
 - giving and receiving feedback
- importance of team goals and expectations and personal role within the team
- oral communication skills and language, including:
 - questioning
 - active listening
 - asking for clarification
 - seeking advice from supervisor

- working in a culturally diverse workforce.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
 - workplace arrangements for establishing company, workplace and team goals
- relationships:
 - opportunities to participate in team processes.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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