



Australian Government

FBPPPL3004 Lead work teams and groups

Release: 1

FBPPPL3004 Lead work teams and groups

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 plan to achieve work requirements, secure resources and monitor the outputs of a work team or group.

The unit applies to individuals who have responsibility for overseeing a team or group in a leadership role.

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. Negotiate and communicate team objectives	1.1 Discuss and agree on goals, tasks and responsibilities with team 1.2 Discuss and agree on performance, standards and measures expected of team
2. Plan the work activity	2.1 Assign individual roles and responsibilities of team members according to workplace procedures 2.2 Allocate work roles taking into account team goals and skills, and expertise of each team member 2.3 Identify and secure resources required to achieve work outcomes

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<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	according to workplace procedures 2.4 Identify and address development needs of team members
3. Monitor team work to achieve required outcomes	3.1 Monitor work progress against timelines and performance measures 3.2 Keep team members informed of progress towards achieving team performance indicators 3.3 Identify potential barriers to achieving team goals and take corrective action 3.4 Identify, investigate and report team performance variances 3.5 Encourage team members to actively contribute to team growth and development 3.6 Follow workplace information systems and procedures to record and report on team performance

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
Writing	Accurately record and complete organisational document using clear language and correct spelling, grammar and terminology
Oral communication	Clearly explain information using language, tone and pace appropriate to audience
Navigate the world of work	Contribute to continuous improvement of current work practices by applying basic principles of analysis

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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FBPPPL3004 Lead work teams and groups	FDFPPL3004A Lead work teams and groups	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent	Equivalent unit

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 FBPPPL3004 Lead 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 led a work team work team or group, of at least three workers, on at least one occasion, including:

- ensuring all team members understand and agree to team goals and expectations and their personal responsibilities
- planning a team activity to take into account team goals, timelines, individual capabilities and resources
- monitoring outcomes against timelines and communicating progress with team members
- applying effective interpersonal communication skills to engage and support team members
- supporting positive outcomes for the individuals and team.

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:

- facilitation techniques and communication skills to support the active engagement and participation of team members in team processes, including:
 - representation or avocation for the team members or work group
 - individuals with cultural and diverse backgrounds
 - negotiation skills
 - giving and receiving feedback
 - basic performance management
- work procedures relevant to team tasks and related workplace health and safety, food safety, quality and environmental management issues, hazards and control measures
- workplace planning and performance measurement systems and processes
- methods used to measure achievement of individual and team goals

- resource allocation systems used in the workplace as appropriate to secure relevant resources required by the team or group
- methods used to assess team members capabilities, skills and knowledge for the allocation of work
- competency requirements of work functions, including special work conditions covered by licensing or certification
- duty of care when allocating work roles and responsibilities
- workplace competency identification and training arrangements
- the structure and development of work teams
- workplace recording and reporting system and responsibilities.

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:
 - sample resource management and allocation systems
- relationships:
 - opportunities to work with a team.

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

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