



Australian Government

FBPPPL3004 Lead work teams and groups

Release: 1

FBPPPL3004 Leadwork 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

Elements	Performance Criteria
<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

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