



**Australian Government**

# **ICPSUP362 Communicate as part of a work team**

**Release: 1**

## ICPSUP362 Communicate as part of a work team

### Modification History

| Release   | Comments                                                                                     |
|-----------|----------------------------------------------------------------------------------------------|
| Release 1 | This version first released with ICP Printing and Graphic Arts Training Package Version 1.0. |

### Application

This unit describes the skills and knowledge required to communicate as part of a work team.

It applies to individuals who perform a range of defined tasks relating to the printing and graphic arts industry, and who may also provide some leadership and guidance to others with some limited responsibility for the output of others.

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

### Unit Sector

Support

### Elements and Performance Criteria

| ELEMENT                                          | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Elements describe the essential outcomes.</i> | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>                                                                                                                                                                                                                                                                                                       |
| 1. Participate in group discussions              | 1.1 Participant's contribution in a small group discussion to reach agreement on a workplace related issue is clearly evident<br>1.2 Personal views are presented in a way that supports views of others involved in the discussion<br>1.3 Appropriate meeting procedures are adhered to<br>1.4 Information is conveyed in a logical, clear and concise manner<br>1.5 Follow-up steps are taken as specified |
| 2. Prepare a presentation                        | 2.1 Planning and preparation of a simple presentation is undertaken cooperatively with team members<br>2.2 Agreed tasks are completed to schedule<br>2.3 Participant's purpose in the presentation is clearly evident from                                                                                                                                                                                   |

| ELEMENT                                    | PERFORMANCE CRITERIA                                                                                                                           |
|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
|                                            | the context<br>2.4 Participant's interaction is supportive and constructive                                                                    |
| 3. Present a job related report to a group | 3.1 Views are presented clearly and logically and relate to the aims of the presentation<br>3.2 Stated purpose of the presentation is achieved |

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

| Skill                      | Performance Criteria | Description                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reading                    | 1.3, 2.1             | <ul style="list-style-type: none"> <li>Recognises relevant information within workplace documents</li> </ul>                                                                                                                                                                                                                                                                         |
| Writing                    | 2.1                  | <ul style="list-style-type: none"> <li>Uses clear, specific and industry related terminology to plan and prepare workplace documents</li> </ul>                                                                                                                                                                                                                                      |
| Oral Communication         | 1.4, 3.1             | <ul style="list-style-type: none"> <li>Provides information using language, tone and vocabulary appropriate to audience and environment</li> </ul>                                                                                                                                                                                                                                   |
| Navigate the world of work | 1.3, 1.5, 2.3, 3.2   | <ul style="list-style-type: none"> <li>Understands and adheres to workplace procedures</li> <li>Understands nature and responsibilities of own role and how the role contributes to the work of others in the immediate work context</li> </ul>                                                                                                                                      |
| Interact with others       | 1.1, 1.2, 2.1, 2.4   | <ul style="list-style-type: none"> <li>Plays an active role in workgroup discussions, paying some attention to perspectives of others</li> <li>Cooperates with others as part of familiar routine activities and contributes to specific activities requiring joint responsibility and accountability</li> <li>Begins to recognise and accommodate individual differences</li> </ul> |
| Get the work done          | 2.1, 2.2             | <ul style="list-style-type: none"> <li>Takes responsibility for planning, organising and implementing tasks required to achieve required outcomes</li> </ul>                                                                                                                                                                                                                         |

## Unit Mapping Information

| Code and title<br>current version                  | Code and title<br>previous version                 | Comments                                              | Equivalence status |
|----------------------------------------------------|----------------------------------------------------|-------------------------------------------------------|--------------------|
| ICPSUP362<br>Communicate as part<br>of a work team | ICPSU362C<br>Communicate as part<br>of a work team | Updated to meet<br>Standards for<br>Training Packages | Equivalent unit    |

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a74b7a0f-a253-47e3-8be0-5d426e24131d>

## Assessment Requirements for ICPSUP362 Communicate as part of a work team

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### Performance Evidence

Evidence of the ability to:

- actively participate in a work group discussion by :
  - providing information and personal views clearly, logically and concisely
  - adhering to meeting procedures
  - completing required follow up after the discussion
- plan and prepare a simple presentation with other team members
- deliver a clear and logical presentation to a group that meets the purpose of the presentation.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

### Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain the importance of listening effectively, speaking clearly and taking concise notes
- outline how to gather and organise information for a discussion or presentation
- summarise the relevant procedures for conducting and participating in a meeting
- describe how to set goals in a group environment
- summarise how to negotiate outcomes within a group environment
- explain how to handle conflict in a group environment
- outline the key presentation techniques
- summarise the presentation tools and media available

## Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the Support field of work and include access to special purpose tools, equipment and materials.

Assessors must satisfy NVR/AQTF assessor requirements.

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