



Australian Government

Department of Education, Employment and Workplace Relations

ICPSU362C Communicate as part of a work team

Revision Number: 1

ICPSU362C Communicate as part of a work team

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to communicate as part of a work team.
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Application of the Unit

Application of the unit	This unit covers communication skills used in work teams.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

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 performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and 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. Participate in group discussions	1.1. The participant's contribution in a small group discussion to reach agreement on a workplace related issue is clearly evident 1.2. Personal views are presented in a way that supports the views of others involved in the discussion 1.3. Appropriate meeting procedures are adhered to 1.4. Information is conveyed in a logical, clear and concise manner 1.5. Specified follow up steps are taken
2. Prepare a presentation	2.1. Planning and preparation of a simple <i>presentation</i> is undertaken cooperatively with <i>team members</i> 2.2. Agreed tasks are completed to schedule 2.3. The participant's purpose in the presentation is clearly evident from the context 2.4. 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 3.2. The stated purpose of the presentation is achieved

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- OHS in relation to operating machinery such as safely switching off machinery before cleaning is started
- communication of ideas and information by actively participating in work group (or workplace committee eg OHS) discussions
- collecting, analysing and organising information by preparing a job related report to a group
- planning and organising activities by cooperating with team members to make a presentation to a group
- teamwork when participating in a group discussion on a workplace issue
- mathematical ideas and techniques by conveying information in discussion where relevant
- problem-solving skills by being part of a group discussion that proposes actions as a follow up on a workplace issue
- use of technology by using presentation tools and media

Required knowledge

- listening
- speaking
- note taking
- gathering and organising information
- meeting procedure
- group goal-setting techniques
- handling conflict
- negotiation
- presentation techniques and media

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, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the ability to: • communication within the team is clear and logical and is understood by the group. Presentations achieve their aims • presentation documentation is clear and logical and meets the aims of the presentations • evidence for assessment may be gathered from assessment of the unit of competency alone or through an integrated assessment activity.
Context of and specific resources for assessment	Assessment must ensure: • assessment may take place on the job, off the job or a combination of these. Off the job assessment must be undertaken in a closely simulated workplace environment.
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: • direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

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, if used in the performance criteria, is detailed below. 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) may also be included.	
<i>Presentation media</i> may include:	range of media including overheads, slides, charts, models, computers.
<i>Range of work teams</i> may include:	range of workgroups or work teams found in the workplace.

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Support
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Co-requisite units

Co-requisite units		