



Australian Government

Department of Education, Employment and Workplace Relations

LGAWORK308A Lead a team

Release 2

LGAWORK308A Lead a team

Modification History

LGAWORK308A Release 2: Layout adjusted.

LGAWORK308A Release 1: Primary release.

Unit Descriptor

This unit covers the development, enhancement and maintenance of team performance and harmony.

Application of the Unit

This unit supports the attainment of skills and knowledge required for competent workplace performance in councils of all sizes. Knowledge of the legislation and regulations within which councils must operate is essential. The unique nature of councils, as a tier of government directed by elected members and reflecting the needs of local communities, must be appropriately reflected.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Contribute to the development of team goals and priorities	1.1 Team members are involved in defining or clarifying goals and priorities. 1.2 Team members are kept informed of council's directions, objectives, plans and priorities relevant to the team. 1.3 Strategies for the achievement of goals are developed in consultation with team members. 1.4 Difficulties in meeting work requirements are identified and solutions are sought within the team. 1.5 Team goals are evaluated in the light of changing organisational goals.
2 Contribute to the enhancement of team performance	2.1 Team achievements are assessed to ensure achievement of team goals. 2.2 Team members are encouraged to share ideas regarding work practices. 2.3 Team progress and performance are monitored against agreed performance standards and time lines, and feedback is provided to the team. 2.4 Team members are encouraged to conduct self-assessment and develop their skills. 2.5 Training and development needs of team members are identified and appropriate recommendations are made.
3 Develop and maintain team harmony	3.1 Own behaviour reflects acceptance of team membership and is consistent with a team participative approach. 3.2 Opportunities for team members to discuss problems that directly or indirectly affect their work are regularly provided. 3.3 Potential or actual conflict between team members is identified promptly and the action taken is appropriate and in accordance with council policy and legislative requirements. 3.4 The contribution of all team members to outcomes is acknowledged.
4 Facilitate team meetings	4.1 Meetings address the business at hand and keep to agreed time frames. 4.2 Equity of participation and input by group members is maintained. 4.3 Feedback on progress of group is sought and suggestions for change are encouraged. 4.4 Written documentation about meeting outcomes is distributed and filed appropriately.
5 Compile and maintain records	5.1 Information is recorded in accordance with council and legislative requirements. 5.2 Details are recorded clearly, accurately and legibly.

ELEMENT**PERFORMANCE CRITERIA**

5.3 Records are secured, made accessible and kept up to date.

Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this unit

Required Skills

- negotiation
- consultation
- analytical
- leadership
- interpersonal

Required Knowledge

- meeting procedures and techniques
- council structure and service

Evidence Guide

Overview of assessment requirements	A person who demonstrates competency in this unit will be able to perform the outcomes described in the Elements to the required performance level detailed in the Performance Criteria. The knowledge and skill requirements described in the Range Statement must also be demonstrated. For example, knowledge of the legislative framework and safe work practices that underpin the performance of the unit must be demonstrated.
Critical aspects of evidence to be considered	Relevant council policies and procedures are followed. Ability to lead a team, work with the team as a whole as well as with individual members, and assess team goals and progress must be evident.
Context of assessment	May be assessed: • on the job • simulated workplace environment • written assignment • short-answer test • oral questioning • observation • or any combination of the above
Relationship to other units(prerequisite or co-requisite units)	To enable holistic assessment this unit may be assessed with other units that form part of the job role.
Method of assessment	The following assessment methods are suggested: • observation of the learner performing a range of workplace tasks over sufficient time to demonstrate handling of a range of contingencies • written and/or oral questioning to assess knowledge and understanding • completion of workplace documentation • third-party reports from experienced practitioners • completion of self-paced learning materials including personal reflection and feedback from trainer, coach or supervisor
Evidence required for demonstration of consistent performance	Evidence will need to be gathered over time across a range of variables.
Resource implications	In accordance with a range of variable requirements.

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 in the Performance Criteria is detailed below.

- Resource restraints*** may include:
- physical
 - financial
 - human
 - environmental
 - time frame
- Work plans*** may include:
- short-term job plan
 - project plan
 - overall work plan of section, department, centre or service
- Appropriate team leader*** may include:
- supervisor
 - manager
 - foreman

Unit Sector(s)

Operational Works