



Australian Government

Department of Education, Employment and Workplace Relations

LMTGN2008B Coordinate work of team or section

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit covers the skills and knowledge to coordinate work of a team or section.

Application of the Unit

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The unit applies to coordination and monitoring of the work of a team or section.

Work requires discretion, initiative and judgement on the job in own work. Work may be conducted in a variety of environments, such as operational workplace activities, restricted space, and hazardous, controlled or exposed conditions.

Work may be conducted in small to large scale enterprises and may involve individual and team activities.

The application of this unit is according to OHS practices of the enterprise and workplace practices, which may include:

- requirements prescribed by legislation, awards, agreements and conditions of employment
- standard operating procedures
- work instructions
- oral, written and visual communication
- quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output
- housekeeping
- tasks related to environmental protection, waste disposal, pollution control and recycling

Team work and communication skills are central to this unit to ensure team performance meets production and organisational requirements. This unit also requires planning and organising skills and an ability to apply problem solving strategies to identify and address team problems.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisites

Employability Skills Information

Employability Skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Plan and coordinate work schedules	1.1 Tasks, jobs and work priorities are confirmed with supervisor or manager. 1.2 Tasks are assigned to team, section and individuals. 1.3 Priority of tasks is communicated to team, section or individuals. 1.4 Materials are organised to meet work requirements.
2 Monitor performance and quality	2.1 Required work standard is communicated to team, section or individuals to ensure understanding of task requirements. 2.2 Standard of performance, including quality standards, of team, section or individuals, is monitored to ensure achievement of outcomes and is reported. 2.3 Instruction and support are provided, as required, in order to achieve standards and outcomes. 2.4 Proposals for improvements to work processes, efficiency and organisation are communicated and reported to appropriate personnel.
3 Monitor application of OHS	3.1 Implementation of OHS and environmental standards and procedures are monitored to achieve safety standards and requirements in the workplace. 3.2 Proposals for prevention or correction of problems are identified and communicated and reported to appropriate personnel, according to OHS practices.
4 Communicate with work team, section, individuals	4.1 All information affecting work, including OHS and quality standards is explained logically in an easily understood manner to individuals and teams, as required. 4.2 Feedback from team, section members and individuals is sought to assist in effective operation of team or section.
5 Report work of team or section	5.1 Reports and documentation on team or section performance and outcomes are provided to line supervisor and management, as required. 5.2 Team or section performance and outcomes, which impact on operations of other sections, are communicated effectively and promptly, as required, to appropriate personnel.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Demonstrates knowledge of:

- production and workflow system in the team
- factors and constraints that impact on effective workflow
- effective work methods to achieve production objectives and timelines
- methods for monitoring and coordinating the use of resources
- quality assurance standards and practices
- OHS practices, including hazard identification and control measures
- workplace practices
- recording and reporting practices

Demonstrates skills to:

- prioritise resources (machines, staff, materials and production processes)
- allocate work to team or section members
- identify and report problems with workflow
- maintain and update monitoring procedures
- analyse and record results according to workplace practices
- read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material
- maintain accurate records
- communicate within the workplace
- sequence operations
- meet specifications
- clarify and check task-related information
- carry out work according to OHS practices

Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for the Training Package.

Critical aspects of evidence	Demonstrates skills and knowledge to: • organise work tasks, work processes and staff • meet efficiency standards • advise appropriate ways of correcting non-compliance and inefficiencies • apply techniques to monitor work • apply OHS practices in work operations • maintain accurate records
Consistency in performance	Consistently applies skills and knowledge when: • organising work • completing tasks according to instructions • working systematically with attention to detail • identifying improvements and avoiding damage • using workplace practices • using OHS practices • recording and reporting accidents and incidents • assessing operational readiness of equipment • recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions
Resource implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices.
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.

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. Add any 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.

Legislative/regulatory requirements	All work must comply with relevant Federal and State or Territory legislative or regulatory requirements.
Appropriate personnel may include:	• line supervisor or manager • team or section leaders • supervisors or managers in other sections • technical specialists
OHS practices	OHS practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to: • manual handling techniques • standard operating procedures • personal protective equipment • safe materials handling • taking of rest breaks • ergonomic arrangement of workplaces • following marked walkways • safe storage of equipment • housekeeping • reporting accidents and incidents • environmental practices

Unit Sector(s)

Sector	All
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