



Australian Government

MEM16005 Operate as a team member to conduct manufacturing, engineering or related activities

Release: 1

MEM16005 Operate as a team member to conduct manufacturing, engineering or related activities

Modification History

Release 1. Supersedes and is equivalent to MEM16005A Operate as a team member to conduct manufacturing, engineering or related activities

Application

This unit of competency defines the skills and knowledge required to operate as a member of a team, where operations and outcomes are dependent on the performance of the entire team, and applies to a range of team activities that are carried out within a section of a manufacturing, engineering or a related work environment.

Activities are interdependent in nature, with each team member providing a critical component of the output and effective interaction and collaboration between team members is required in order to achieve team goals.

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

Band: A

Unit Weight: 2

Pre-requisite Unit

MEM11011	Undertake manual handling
MEM13015	Work safely and effectively in manufacturing and engineering
MEM16006	Organise and communicate information

Competency Field

Communication

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	Identify team goals and	1.1	Follow standard operating procedures and comply with work health and safety (WHS) requirements at all times

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
	processes	1.2	Identify team goals and requirements
		1.3	Identify processes in place to assist in meeting team goals
		1.4	Describe workflow and processes
		1.5	Identify roles and responsibilities of team members
		1.6	Identify relationships within team and with other work areas
2	Communicate and cooperate with team members	2.1	Use effective interpersonal skills to interact with team members and contribute to activities and objectives
		2.2	Use formal and informal forms of communication effectively to support team achievement
		2.3	Assist team members to ensure team achieves goals and requirements, as required
		2.4	Respect diversity and value in team functioning
		2.5	Recognise views and opinions of other team members and reflect in an accurate manner
		2.6	Use workplace terminology in a correct manner to assist communication
3	Work as a team member	3.1	Perform tasks in accordance with organisational and team requirements, specifications and workplace procedures
		3.2	Follow agreed reporting lines using procedures
4	Solve problems as a team member	4.1	Identify potential and real problems faced by team
		4.2	Identify procedures for avoiding and managing problems
		4.3	Solve problems effectively and in a manner which supports team functioning

Foundation Skills

This section describes those required skills (reading, writing, oral communication and numeracy) that are essential to workplace performance in this unit of competency.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Team goals include one (1) or more of the following:

- production or manufacturing output
- deadlines and timelines
- resource use
- performance
- mistake elimination targets
- process improvements
- maintenance activity
- safety levels

Effective interpersonal skills include one (1) or more of the following:

- basic listening and speaking skills
- use of terminology and jargon
- giving and receiving feedback
- interpreting instructions
- verbal and non-verbal modes and methods of communication
- managing communication breakdowns and barriers
- applying basic principles of effective communication

Formal and informal forms of communication include one (1) or more of the following:

- meetings
- documentation
- updates
- handover
- signage
- discussion
- explanations
- demonstration
- electronic

Diversity includes one

- ethnicity

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

- (1) or more of the following:**
- age
 - gender
 - ability / disability
 - opinions / beliefs
 - sexual orientation
 - language
 - status in the organisation
 - level of expertise

- Workplace terminology is specific to the processes and equipment used in the workplace including one (1) or more of the following:**
- equipment
 - processes
 - workplace areas
 - staff and procedures

Unit Mapping Information

Release 1. Supersedes and is equivalent to MEM16005A Operate as a team member to conduct manufacturing, engineering or related activities

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2>

Assessment Requirements for MEM16005 Operate as a team member to conduct manufacturing, engineering or related activities

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria on at least two (2) occasions and include:

- following work instructions, standard operating procedures (SOPs) and safe work practices
- contributing to achievement of team goals
- communicating and cooperating with team members using effective interpersonal skills
- using formal and informal forms of communication effectively to support team achievement
- respecting diversity and value in team functioning
- using correct workplace terminology correctly to assist in communication
- identifying potential and real problems faced by the team and identifying procedures for avoiding, managing and solving problems in a manner which supports team functioning.

Knowledge Evidence

Evidence required to demonstrate the required knowledge for this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include knowledge of:

- safe work practices and procedures
- effective interpersonal strategies and skills
- relationships and roles within team and with others
- benefits of diversity in the workplace
- reporting relationships and procedures
- own responsibilities with respect to products/services to be provided by team
- skills and competencies of the individual and other employees performing interdependent activities
- team goals, objectives and task requirements
- sources of technical expertise/assistance
- appropriate forms of communication.

Assessment Conditions

- Assessors must:
 - have vocational competency in operating as a team member to conduct manufacturing, engineering or related activities at least to the level being assessed with relevant industry knowledge and experience
 - satisfy the assessor requirements in the *Standards for Registered Training Organisations 2015* or its replacement and comply with the *National Vocational Education and Training Regulator Act 2011*, its replacement or equivalent legislation covering VET regulation in a non-referring state/territory as the case requires
- Where possible assessment must occur in operational workplace situations. Where this is not possible or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment that reflects realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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