



Australian Government

Assessment Requirements for MEM16013 Operate in a self-directed team

Release: 1

Assessment Requirements for MEM16013 Operate in a self-directed team

Modification History

Release 1. Supersedes and is equivalent to MEM16013A Operate in a self-directed team

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
- identifying team composition and managing day-to-day activities within operating parameters and constraints
- participating in team planning and making significant contribution to team activities and resolution of team issues
- respecting and considering diversity within the team
- communicating and interacting effectively with team members
- making individual and joint decisions
- reviewing performance against indicators, identifying strategies to improve team performance and implementing performance improvement processes according to procedures.

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
- team objectives, targets/goals, performance indicators, processes, rules and conventions
- team member roles – task and behavioural
- team member technical skills, knowledge and competence relevant to the tasks being planned
- scope of work for which the team is responsible
- benefits of diversity in the team
- methods for planning team activities and person(s) responsible for team planning
- impact of planning decisions on other teams, personnel and/or resources
- procedures for obtaining resources
- characteristics of effective teams, including structure, formation and operation of teams
- strategies for effective team development/functioning and team communication
- forms of team leadership and decision making
- strategies and techniques for resolving conflict and team problem solving

- issues that may affect team performance
- sources of data relevant team performance indicators and reasons for reviewing team performance
- methods/procedures to evaluate team performance
- where appropriate, source(s) of approval to change team performance parameters
- processes/strategies for improving team performance.

Assessment Conditions

- Assessors must:
 - have vocational competency in operating in a self-directed team 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.

Links

Companion Volume implementation guides are found in VETNet -

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