



Australian Government

Department of Education, Employment and Workplace Relations

MEM16005A Operate as a team member to conduct manufacturing, engineering or related activities

Release: 1

MEM16005A Operate as a team member to conduct manufacturing, engineering or related activities

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers operating as a member of a team, where operations and outcomes are dependent on the performance of the entire team.
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Application of the Unit

Application of the unit	This unit 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. Effective interaction and collaboration between team members is required in order to achieve team goals. Band: A Unit Weight: 2
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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. Identify team goals and processes	1.1. Team goals and requirements are identified. 1.2. Processes in place to assist in meeting team goals are identified. 1.3. Workflow and processes are described. 1.4. Roles and responsibilities of team members are identified. 1.5. Relationships within team and with other work areas are identified.
2. Communicate and cooperate with team members	2.1. Effective interpersonal skills are used to interact with team members and to contribute to activities and objectives. 2.2. Formal and informal forms of communication are used effectively to support team achievement. 2.3. Team members are assisted as required to ensure team achieves goals and requirements. 2.4. Diversity is respected and valued in team functioning. 2.5. Views and opinions of other team members are understood and reflected accurately. 2.6. Workplace terminology is used correctly to assist communication.
3. Work as a team member	3.1. Tasks are performed in accordance with organisational and team requirements, specifications and workplace procedures. 3.2. Agreed reporting lines are followed using standard operating procedures.
4. Solve problems as a team member	4.1. Potential and real problems faced by team are identified. 4.2. Procedures for avoiding and managing problems are identified. 4.3. Problems are solved effectively and in a manner which supports team functioning.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

REQUIRED SKILLS AND KNOWLEDGE

Look for evidence that confirms skills in:

- contributing to achievement of team goals
- communicating and cooperating with team members
- coordinating work effort with others
- applying effective interpersonal skills
- reading, interpreting and following information on written job instructions, specifications, standard operating procedures, charts, lists, drawings and other applicable reference documents
- solving problems

Required knowledge

Look for evidence that confirms knowledge of:

- effective interpersonal strategies and skills:
 - effective listening
 - basic speaking skills
 - use of terminology and jargon
 - giving and receiving feedback
 - checking and clarifying task-related information
 - interpreting instructions
 - basic conflict resolution
 - selecting modes and methods of communication
 - identifying and resolving communication breakdowns and barriers
 - principles of effective communication
- relationships and roles within team and with others
- 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
- hazards and control measures associated with team activities, including housekeeping
- safe work practices and procedures

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	A person who demonstrates competency in this unit must be able to operate in a work-based team environment.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge, and be capable of applying the competency in new and different situations and contexts.
Context of and specific resources for assessment	This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate. This unit could be assessed in conjunction with any other units addressing the safety, quality, communication, materials handling, recording and reporting associated with operating in a work-based team environment or other units requiring the exercise of the skills and knowledge covered by this unit.
Method of assessment	Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning. Questioning should not require language, literacy and numeracy skills beyond those required in this unit. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.
Guidance information for assessment	

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.

Team goals	Production or manufacturing output, deadlines and timelines, resource use, performance, mistake elimination targets, process improvements, maintenance activity, safety levels
Effective interpersonal skills	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, communication breakdowns and barriers, basic principles of effective communication
Formal and informal forms of communication	Meetings, documentation, updates, handover, signage, discussion, explanations, demonstration, electronic
Diversity	Ethnicity, age, gender, demographics, disability
Workplace terminology	Terminology - referring to equipment, processes, workplace areas, staff and procedures - specific to the processes and equipment used in the workplace

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	Communication
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