



Australian Government

MSMPMC327 Allocate and complete team tasks

Release: 1

MSMPMC327 Allocate and complete team tasks

Modification History

Release 1. New unit. Supersedes and is equivalent to PMC562083 Allocate and complete team tasks

Application

This unit describes the skills and knowledge required to allocate and complete team tasks in a manufacturing workplace.

This unit applies to experienced operators who are required to use technical knowledge and skills to identify team goals, allocate tasks, organise work plans, provide support, identify and act on problems and evaluate team performance. Operators are required to use own discretion, judgement and communication skills to guide and support the team to complete tasks and deal with changes in the workplace.

This unit applies to an individual working alone or as part of a team or group and in liaison with other shift team members, team leader and supervisor.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

Nil

Competency Field

Support

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Identify tasks for team	1.1 Identify team goals with team members 1.2 Identify tasks required to achieve goals 1.3 Identify team and individual safety responsibilities 1.4 Collaborate with team to allocate responsibilities
2. Organise individual daily work plan	2.1 Estimate time and resources needed to complete tasks safely 2.2 Renegotiate responsibilities to meet changes in the workplace

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	2.3 Seek assistance from other team members when needed to meet team goals
3. Participate in team	3.1 Acknowledge information and feedback provided by other team members 3.2 Provide support to colleagues to ensure designated team goals are met 3.3 Evaluate the team's performance according to its goals

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

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

Unit Mapping Information

Release 1. New unit. Supersedes and is equivalent to PMC562083 Allocate and complete team tasks

Links

Companion Volume Implementation Guides are available at VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027>

Assessment Requirements for MSMPMC327 Allocate and complete team tasks

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Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- supported and collaborated with at least 1 work team to allocate and complete team tasks.
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Knowledge Evidence

There must be evidence the candidate has knowledge of:

- sources of information about team goals, procedures, timelines, schedules and work priorities
- impact of individual team member strengths, weaknesses and competencies on the allocation of responsibilities and achievement of team goals
- planning and evaluation processes
- prioritisation and delegation techniques
- communication techniques, including:
 - listening
 - questioning
 - acknowledging
 - providing feedback
 - non-verbal communication
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Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies, as well as, using suitable facilities, equipment and resources.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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