



Australian Government

MSMSUP106 Work in a team

Release: 2

MSMSUP106 Work in a team

Modification History

Release 2. Equivalent. Minor edits for improved clarity. Range of conditions removed. Duplication between Performance Evidence and Performance Criteria removed. Assessment conditions updated.

Release 1. Supersedes and is equivalent to MSAPMSUP106A Work in a team.

Application

This unit describes the skills and knowledge required to organise own activities within a team to fit with work schedules and to meet operational guidelines.

This unit applies to team members who are required to use interpersonal and communication skills to plan, organise and complete their work activities according to instructions and with limited discretionary powers.

This unit applies to all work environments.

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

Pre-requisite Unit

Nil

Unit Sector

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 work activities	1.1 Identify task requirements of the team 1.2 Identify own tasks that are part of the team requirement 1.3 Prioritise team and individual activities as directed
2. Organise daily work plan	2.1 Break work activities down into small achievable components 2.2 Record activities as required by procedures 2.3 Seek assistance from other team members when difficulties in achieving allocated tasks arise

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
3. Participate in a team	3.1 Use communication and interpersonal skills to ensure effective teamwork 3.2 Acknowledge information and feedback provided by other team members in work group 3.3 Acknowledge team roles and support team members in achieving their role

Foundation Skills

This section describes those language, literacy, numeracy and employment skills 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 2. Supersedes and is equivalent to MSAPMSUP106A Work in a team.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027>

Assessment Requirements for MSMSUP106 Work in a team

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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:

- participated in at least 1 work team to achieve allocated tasks
- used communication and interpersonal skills with:
 - team members
 - team leaders
 - supervisors.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- organisation procedures, including:
 - record keeping requirements
- own role in team and meeting team requirements and the role of other team members, team leaders and supervisors
- organisation work standards and how the team contributes to them
- interpersonal and communication techniques that promote effective teamwork including:
 - listening
 - questioning
 - paraphrasing
 - non-verbal communication
 - giving and receiving feedback.
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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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