



Australian Government

MSTGN2004 Work in a team environment

Release: 1

MSTGN2004 Work in a team environment

Modification History

Release 1. Supersedes and is equivalent to LMTGN2004B Work in a team environment

Application

This unit of competency covers the skills and knowledge required to work in a team environment.

The unit of competency applies to working in a team environment with limited discretionary powers. It relates to a variety of environments, including restricted space and hazardous, controlled or exposed conditions.

Work may be conducted in small to large scale enterprises and may involve individual and team activities.

This unit of competency is applicable to all sectors of the textiles, clothing and footwear (TCF) industry.

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

Pre-requisite Unit

Nil

Competency Field

Generic

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

1	Determine job requirements	1.1	Follow standard operating procedures (SOPs)
		1.2	Comply with work health and safety (WHS) requirements at all times
		1.3	Use appropriate personal protective equipment (PPE) in accordance with SOPs

- | | | | |
|---|----------------------------------|-----|--|
| | | 1.4 | Identify job requirements from specifications, drawings, job sheets or work instructions |
| 2 | Identify work activities | 2.1 | Identify team role and tasks |
| | | 2.2 | Identify individual tasks that are part of the team requirement |
| | | 2.3 | Prioritise team and individual activities as directed |
| | | 2.4 | Identify own role and responsibilities within team environment |
| 3 | Plan work team activities | 3.1 | Identify components of work activities and the relevant procedure or work instruction |
| | | 3.2 | Identify roles and responsibility of team members |
| | | 3.3 | Identify reporting relationships within team and external to team |
| | | 3.4 | Identify responsibility for own skill development to support team functioning |
| | | 3.5 | Record and report activities orally or in writing as required by procedures or work instructions |
| 4 | Participate in a team | 4.1 | Use interpersonal skills appropriate to the work context to support effective teamwork |
| | | 4.2 | Seek assistance from team members to complete allocated tasks |
| | | 4.3 | Acknowledge team roles and support team members in achieving their role |
| | | 4.4 | Contribute to team planning and opportunities to improve the efficiency of the work of the team |
| | | 4.5 | Apply teamwork within and between work teams to respond to routine problems and benefit workplace outcomes |

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.

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.

Workplace procedures include one or more of the following:

- requirements prescribed by legislation, awards, agreements and conditions of employment
- SOPs
- work instructions
- oral, written and visual communication
- quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output
- housekeeping
- tasks related to environmental protection, waste disposal, pollution control and recycling
- WHS practices

Routine problems include, but are not limited to, one or more of the following:

- required information or materials not available
- required tools or equipment not available
- conflict of work priorities
- interpersonal conflict within the team or between teams

Unit Mapping Information

Release 1. Supersedes and is equivalent to LMTGN2004B Work in a team environment

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a203ec5c-de7d-406b-b3e1-8f1a9b76e92e>

Assessment Requirements for MSTGN2004 Work in a team environment

Modification History

Release 1. Supersedes and is equivalent to LMTGN2004B Work in a team environment

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria, and include:

- reading and following work instructions, standard operating procedures (SOPs), safe work practices
- operating in a team to complete workplace activities
- identifying, planning, clarifying and checking work team activities
- conveying information in written or oral form according to procedures
- working effectively with others to respond to routine problems
- selecting and using appropriate workplace language and interpersonal skills to support effective teamwork
- demonstrating teamwork within and between work teams to respond to routine problems and benefit workplace outcomes
- applying workplace procedures.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- safe work practices and procedures and use of personal protective equipment (PPE)
- operation of work systems, equipment and management, site and organisational operating procedures
- impact of job on workplace and team and individual performance
- ways to provide support to other team members
- ways to modify activities depending on team requirements and workplace contexts
- appropriate communications, consistent with the culture of the workplace
- ways to handle performance issues
- quality standards and practices
- workplace procedures
- recording and reporting practices.

Assessment Conditions

- Assessors must:
 - satisfy the assessor competency requirements that are in place at the time of the assessment, as set by the VET regulator

- have vocational competency in working in a team environment, at least to the level being assessed, with relevant industry knowledge and experience.
- Assessment should 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 reflecting 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.
- 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.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The unit is applicable to all TCF sectors and assessment must ensure it is delivered to suit the industry it is being applied to.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a203ec5c-de7d-406b-b3e1-8f1a9b76e92e>