



Australian Government

MSTGN2008 Coordinate work of team or section

Release: 1

MSTGN2008 Coordinate work of team or section

Modification History

Release 1. Supersedes and is equivalent to LMTGN2008B Coordinate work of team or section

Application

This unit of competency covers the skills and knowledge required to coordinate work of a team or section.

The unit of competency applies to coordinating and monitoring the work of a team or section.

Work requires discretion, initiative and judgement. Work may be conducted in a variety of environments, such as operational workplace activities, restricted space, and hazardous, controlled or exposed conditions.

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

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

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

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| 1.1 | Follow standard operating procedures (SOPs) |
| 1.2 | Comply with work health and safety (WHS) requirements at all times |

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| | | 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 | Plan and coordinate work schedules | 2.1 | Confirm tasks, jobs and work priorities with supervisor or manager |
| | | 2.2 | Use appropriate procedure to assign materials and tasks to team, section and individuals |
| | | 2.3 | Establish and communicate priority of tasks to team, section or individuals |
| | | 2.4 | Organise materials to meet work requirements |
| 3 | Monitor performance and quality | 3.1 | Communicate orally or in writing with team, section or individuals to establish required work standard and ensure understanding of task requirements |
| | | 3.2 | Monitor and report standard of performance, including quality standards of team, section or individuals, to ensure achievement of outcomes |
| | | 3.3 | Provide instruction and support as required to achieve standards and outcomes |
| | | 3.4 | Communicate proposals for improvements to work processes, efficiency and organisation to appropriate personnel |
| | | 3.5 | Identify proposals to prevent or correct problems and report to appropriate personnel, according to workplace procedures |
| 4 | Communicate with work team, section and individuals | 4.1 | Monitor implementation of WHS and environmental standards and procedures and provide feedback to work team, section and individuals |
| | | 4.2 | Use effective communication to explain work related information |

- 4.3 Seek feedback from team, section members and individuals to help team work effectively

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

Appropriate personnel include, but are not limited to, one or more of the following:

- line supervisor or manager
- team or section leaders
- supervisors or managers in other sections
- technical specialists

Unit Mapping Information

Release 1. Supersedes and is equivalent to LMTGN2008B Coordinate work of team or section

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 MSTGN2008 Coordinate work of team or section

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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
- prioritising and organising resources (machines, staff, materials and production processes) and allocating work
- using appropriate procedures to assign materials and tasks to team, section and individuals
- providing instruction and advice
- maintaining and monitoring procedures
- identifying and reporting problems with work flow
- analysing and recording results according to workplace procedures
- using effective oral and written communication to explain work related information and seek feedback from team, section members and individuals to help team work effectively
- monitoring and reporting on performance and quality standards, and providing instruction and support as required to achieve standards and outcomes.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- safe work practices and procedures and use of personal protective equipment (PPE)
- production and work flow system in the team
- factors and constraints that impact on effective work flow
- effective work methods to achieve production objectives and timelines
- procedures to allocate tasks:
 - expression of interest
 - worker preference or choice
 - ballot
 - line supervisor directive
 - team consensus
- problem prevention and resolution
- methods for monitoring and coordinating the use of resources
- quality assurance standards and practices

- effective communication:
 - effective verbal and non-verbal communication
 - oral, written and visual communication
 - active listening
 - positive language
 - recognising and adapting to cultural differences
 - negotiation and conflict resolution skills
- 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 coordinating work of a team or section, 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.

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