



**Australian Government**

# **Assessment Requirements for MSTGN3009**

## **Coordinate work of team or section**

**Release: 1**

# Assessment Requirements for MSTGN3009 Coordinate work of team or section

## Modification History

Release 1. Supersedes **and is equivalent to** MSTGN2008 Coordinate work of team or section.

## Performance Evidence

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

- effectively coordinated the work of a team or section on 2 different occasions to achieve set tasks, including:
  - prioritising and organising resources (machines, staff, materials and production processes) and allocating work
  - using effective oral and written communication to explain work related information
  - monitoring and reporting on performance and quality standards, and providing instruction and support as required to achieve standards and outcomes.

## Knowledge Evidence

There must be evidence the candidate has knowledge of:

- safe work practices and procedures and use of personal protective equipment (PPE)
- production and work flow system for the team
- factors and constraints that impact on effective work flow
- effective work methods to achieve production objectives and timelines
- procedures to allocate tasks, such as:
  - ballot
  - expression of interest
  - line supervisor directive
  - team consensus
  - worker preference or choice
- methods for monitoring and coordinating the use of resources
- product / workplace quality assurance standards and practices
- effective communication strategies:
  - active listening
  - using positive language
  - recognising and adapting to cultural differences
  - negotiation and conflict resolution skills
- workplace recording and reporting practices.

## Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - a textiles, clothing and footwear (TCF) production environment set up for team production work, with relevant standard operating procedures (SOPs)
  - access to team members.

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

## Links

Companion Volume implementation guides are found in VETNet -

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