



Australian Government

MSTGN3009 Coordinate work of team or section

Release: 1

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Modification History

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

Application

This unit of competency describes the skills and knowledge required to coordinate work of a team or section. Work requires discretion, initiative and judgement.

This unit applies to all sectors of the textiles, clothing and footwear (TCF) industry and in a variety of environments, including operational workplace activities, restricted space, and hazardous controlled or exposed conditions.

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

Generic

Elements and Performance Criteria

Elements <i>Elements describe the essential outcomes.</i>	Performance Criteria <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Plan and coordinate work schedules	1.1 Determine job and safe work requirements from work information 1.2 Confirm tasks, jobs and work priorities with supervisor or manager 1.3 Use appropriate procedures to assign materials and tasks to team, section and individuals 1.4 Establish and communicate priority of tasks to team, section or individuals 1.5 Organise materials to meet work requirements
2. Monitor performance and quality	2.1 Communicate orally or in writing with team, section or individuals to establish required work standard and ensure understanding of task requirements 2.2 Monitor and report standard of performance, including quality

Elements <i>Elements describe the essential outcomes.</i>	Performance Criteria <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	standards of team, section or individuals, to ensure achievement of outcomes 2.3 Provide instruction and support as required to achieve standards and outcomes 2.4 Communicate proposals for improvements to work processes, efficiency and organisation to appropriate personnel 2.5 Identify proposals to prevent or correct problems and report to appropriate personnel, in accordance with workplace procedures
3. Communicate with work team, section and individuals	3.1 Monitor implementation of work health and safety and environmental standards and procedures and provide feedback to work team, section and individuals 3.2 Use effective communication to explain work related information 3.3 Seek feedback from team, section members and individuals to help team work effectively

Foundation Skills

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

- Reading skills to interpret work instructions, standard operating procedures (SOPs), specifications and key requirements of industry standards
- Problem solving skills to identify solutions to production and performance issues.

Other foundation skills essential to performance are explicit in the performance criteria of this unit.

Unit Mapping Information

Release 1. Supersedes **and is equivalent to** MSTGN2008 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 MSTGN3009 Coordinate work of team or section

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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:

- 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.

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