



Australian Government

PMC562083 Allocate and complete team tasks

Release: 1

PMC562083 Allocate and complete team tasks

Modification History

Supersedes and is equivalent to PMC562083C Allocate and complete team tasks

Application

This unit of competency covers the skills and knowledge required to allocate and complete team tasks.

This unit of competency applies to operators who are required to identify team goals, allocate tasks, organise work plans, support team members to achieve the goals and identify and take action on problems.

This unit of competency applies to an individual working alone or as part of a team or group and working in liaison with other shift team members, team leader and supervisor, as appropriate.

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

Pre-requisite Unit

Nil

Competency Field

Support

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	Identify tasks for team	1.1	Identify team goals with team members
		1.2	Identify tasks required to achieve goals
		1.3	Identify team and individual safety responsibilities

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| | | 1.4 | Allocate responsibilities of individuals within the team, in discussion with the team |
| | | 1.5 | Ensure designated team goals are met |
| 2 | Organise individual daily work plan | 2.1 | Correctly estimate time and resources needed to complete tasks safely |
| | | 2.2 | Renegotiate responsibilities to meet changes in the workplace |
| | | 2.3 | Seek assistance from other team members when needed to meet team goals |
| 3 | Participate in team | 3.1 | Acknowledge information and feedback provided by other team members in the work group |
| | | 3.2 | Provide support to colleagues to ensure designated team goals are met |
| | | 3.3 | Evaluate the team's performance according to its goals |

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.

Regulatory framework The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used.

Applicable legislation, regulations, standards and codes of practice include:

- health, safety and environmental (HSE) legislation, regulations and codes of practice relevant to the workplace, equipment and production processes and hazardous materials
- Australian/international standards relevant to the materials being used and products being made
- any relevant licence and certification requirements.

All operations to which this unit applies are subject to stringent HSE requirements, which may be imposed through state/territory or federal legislation, and these must not be compromised at any time. Where there is an apparent conflict between performance criteria and such requirements the legislative requirements take precedence.

Procedures All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, and include one or any combination of:

- job cards
- drawings
- emergency procedures
- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant.

Records Records include one or more of:

- log books/sheets
- electronic records
- job/work sheets
- other records used for the smooth running of the plant.

Unit Mapping Information

Supersedes and is equivalent to PMC562083C Allocate and complete team tasks

Links

MSA Training Package Implementation Guides - <http://mskills.org.au/training-packages/info/>