



Australian Government

Department of Education, Employment and Workplace Relations

PMC562083C Allocate and complete team tasks

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the identification of team goals, working in a team to achieve them, and the completion of individual tasks.
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Application of the Unit

Application of the unit	This unit of competency covers working in teams for all sectors of the industry. It is a goal oriented team unit requiring the individual to contribute to the team in a way which helps the team meet its goals. The team may be a formal team or an ad hoc work group. This competency is typically performed by operators who work within a team structure, with limited discretionary powers.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
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 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

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Required skills include:

- implementing enterprise's standard procedures and work instructions within appropriate time constraints and in a manner relevant to the operation of the system
- reading and numeracy to interpret workplace documents and technical information

Required knowledge

Required knowledge includes:

- effective use of teamwork
- impact of individual team member strengths/weaknesses/competencies on the allocation of responsibilities and achievement of team goals
- occupational health and safety (OHS) roles and responsibilities of the individual and the team
- effective use of workplace documentation
- prioritisation and delegation of team activities to meet designated goals
- team and individual goals
- understanding of the organisation's information systems, procedures and equipment sufficient to participate in the allocation and completion of team tasks

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The unit will be assessed in as holistic a manner as is practical and may be integrated with the assessment of other relevant units of competency.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competence must be demonstrated in the ability to identify work activities and prioritise work in order to meet timelines, whilst interacting as a member of a group.

Consistent performance should be demonstrated. In particular look to see that:

- there is a willingness to participate as part of a group
- there is an understanding of teamwork
- there is an understanding of how individual task completion affects team objectives
- support is sought from and given to colleagues to achieve team objectives
- allocated tasks are completed safely and within timelines
- relevant procedures are found and used in completing activities.

Context of and specific resources for assessment

Assessment in this competency unit may vary depending upon:

- type of communication used within each enterprise
- established work practices
- size and structure of the teams
- team goals - individual, section and enterprise.

Assessment will require access to an operating plant over an extended period of time, or a suitable method of gathering evidence of operating ability over a range of situations.

Assessment will occur over a range of situations which will include disruptions to normal, smooth operation.

Simulation or case studies/scenarios may be required to allow for timely assessment of parts of this unit of competency. Simulation should be based on the actual plant and will include 'walk-throughs' of the relevant

EVIDENCE GUIDE	
	competency components. A bank of scenarios/case studies/what ifs and questions will be required to probe the reasoning behind observable actions.
Method of assessment	This unit may be assessed in conjunction with: • MSAPMSUP280A Manage conflict at work. Individual enterprises may choose to add prerequisites and co-requisites relevant to their processes.
Guidance information for assessment	Assessment processes and techniques must be culturally appropriate and appropriate to the language and literacy capacity of the candidate and the work being performed.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	
Procedures	All operations are performed in accordance with standard procedures and work instructions
Information sources and documentation	This competency unit may vary according to the enterprise's use of the following information sources and documentation: • procedures/work instructions • materials safety data sheets (MSDS) • job cards • maintenance logs • plant drawings
Typical problems	Typical problems may include: • required information/materials not available • required tool/equipment not available • conflicting priorities • competency mix in team • short timeframe
OHS	All operations are subject to stringent OHS requirements and these must not be compromised at any time. Where there is an apparent conflict between performance criteria and OHS requirements, the OHS requirements take precedence

Unit Sector(s)

Unit sector	Support
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		