



Australian Government

POLGEN017 Work collaboratively in a team environment

Release: 1

POLGEN017 Work collaboratively in a team environment

Modification History

Release	Comments
1	This unit was released in POL Police Training Package release 1.0 and meets the Standards for Training Packages.

Application

This unit describes the skills required for working collaboratively in team environments in order to achieve organisational objectives. This includes contributing to performance and capability within policing teams, including participating in team activities, exchanging knowledge and skills, and providing support to fellow team members.

This unit applies to those working as police staff as part of the routine team collaboration that occurs in the policing environment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to human resource practices.

Those undertaking this unit would be expected to both contribute to and work within a team. They would be required to communicate and transmit knowledge and skills to other team members. They would demonstrate ethical and professional policing qualities, and show adaptability while performing complex tasks across a broad range of contexts.

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

Competency Field

General

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Contribute to team activities	1.1 Recognise roles and responsibilities of team members to encourage collaboration. 1.2 Develop collective understanding of team objectives.

	1.3 Identify quality and standard of activities required to meet team objectives. 1.4 Identify timeframes for completion of activities to ensure relevance and timeliness. 1.5 Complete activities in collaboration with team members while adapting to changing circumstances.
2. Share knowledge and information	2.1 Communicate information to team members to achieve team objectives. 2.2 Transfer knowledge and skills to team members to support the completion of team activities within designated timeframes. 2.3 Seek information from team members to support own contributions and personal development.
3. Give and receive support to/from team members	3.1 Provide feedback and assistance to team members to achieve team objectives. 3.2 Seek views and opinions of team members to develop common understandings. 3.3 Mediate competing interests and views of team members to maintain a collaborative team environment.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning					Reading					Writing					Oral communication					Numeracy				

Performance variables:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=98c3984e-2cf1-48a8-8ed1-85e4b92e7351>

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Assessment Requirements for POLGEN017 Work collaboratively in a team environment

Modification History

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1	These Assessment Requirements were released in POL Police Training Package release 1.0 and meet the Standards for Training Packages.

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- identifying team aims, objectives, roles and responsibilities
- completing team activities to organisational standards and within timeframes
- adapting to changing circumstances and requirements
- communicating with team members in a professional manner
- transmitting knowledge and skills to others
- providing assistance, suggestions and feedback
- demonstrating mediation and negotiation skills in a team environment

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- roles and responsibilities of team members
- interaction and implications of non-colocated/virtual teams
- jurisdictional policies and procedures related to human resources, and communication processes
- support services
- constructive feedback techniques
- communication skills

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

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

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