



Australian Government

Assessment Requirements for PSPGEN146 Contribute to workgroup activities

Release: 1

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Modification History

Supersedes and is not equivalent to PSPGEN010 Contribute to workgroup activities.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and on at least one occasion:

- communicate with a diverse workgroup about a work plan and the requirements for each member of the work group
- plan and execute workgroup activities within required parameters
- report on work group progress in accordance with organisation policies and procedures.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- legislation, regulations, policies, procedures, and guidelines relating to work in the public sector
- organisational processes for reporting on workgroup performance
- principles of emotional intelligence and its application to working in a group
- principles of conflict resolution, coaching and negotiation
- how to give and receive effective feedback
- principles of inclusive work practice
- group dynamics
- options for roles and leadership styles in a workgroup
- on and off the job learning and development strategies.

Assessment Conditions

- Skills must be demonstrated in the workplace or in a simulated environment that reflects workplace conditions.

Assessment must ensure access to:

- legislation, regulations, policies, procedures and guidelines relating to work in the public sector.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>