



Australian Government

PSPGEN146 Contribute to workgroup activities

Release: 1

PSPGEN146 Contribute to workgroup activities

Modification History

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

Application

This unit describes the performance outcomes, skills and knowledge required to contribute as a workgroup member and assist with support, learning and development for others in achieving workgroup goals.

This unit applies to those working in generalist or specialist roles within the public sector, in teams or autonomously, performing routine tasks in a familiar context.

The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

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

Pre-requisite Unit

Nil

Competency Field

General

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

1. Establish workgroup parameters.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1 Identify and clarify roles, responsibilities, and professional working relationships in the workgroup.
- 1.2 Articulate work group structure and roles of other team members.
- 1.3. Identify and value individual differences within the workgroup.

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|---------------------------------------|--|
| 2. Work effectively in the workgroup. | <ul style="list-style-type: none">2.1. Communicate clearly and respectfully with team members, considering the needs of those from diverse backgrounds and roles.2.2. Negotiate workgroup tasks in accordance with individual strengths, personal preferences, or development needs.2.3. Demonstrate cooperation and share knowledge and skills within the group to complete tasks.2.4. Seek and provide assistance and feedback to work group members where appropriate.2.5. Address and resolve conflict and problems within the workgroup or refer in accordance with organisational policy and procedures. |
| 3. Assist workgroup members. | <ul style="list-style-type: none">3.1. Provide support to workgroup members to achieve goals.3.2. Assist on routine tasks as required.3.3. Maintain professional working relationships with colleagues.3.4. Assist with on-the-job learning and development. |
| 4. Report on work group progress. | <ul style="list-style-type: none">4.1. Receive and confirm understanding of task instructions or directions.4.2. Communicate personal commitments in a timely manner.4.3. Identify and report any issues preventing the completion of workplace tasks, according to organisational requirements.4.4. Seek and act upon feedback to improve personal performance and/or behaviour. |

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills	interpret workplace instructions, reports, and other organisational materials.
Writing skills	write work plans, records, reports, and information materials.
Numeracy skills	- apply numeracy skills to manage time - undertake mathematical tasks embedded in information or instructions.

Technology skills to:

- use digital technology to find, record or communicate information.

Unit Mapping Information

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

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for PSPGEN146 Contribute to workgroup activities

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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.

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