



Australian Government

PUATEA001 Work in a team

Release: 1

PUATEA001 Work in a team

Modification History

Release 1. This is the first release of this unit of competency in the Public Safety Training Package.

Application

This unit of competency involves the skills and knowledge required to work with others whilst making a positive contribution to the effectiveness and efficiency of a team in a work environment, when under direct supervision. Limited responsibility towards others is required.

The unit applies to personnel working in public safety and is particularly pertinent to new staff in assisting with integration into the team culture of the organisation.

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

Pre-requisite Unit

Not applicable

Competency Field

Team work

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Contribute to team activities

PERFORMANCE CRITERIA

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

- 1.1** Roles and responsibilities of team members are recognised
- 1.2** Contribution is made to identifying team goals and objectives

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| | 1.3 | Work activities are completed to required standards and within stated timeframes, in accordance with organisational policies and procedures |
| | 1.4 | Assistance in the completion of tasks is requested from other team members |
| | 1.5 | Team members are assisted to ensure efficient and safe completion of tasks, in accordance with organisational policies and procedures |
| | 1.6 | Participation by team members is encouraged and acknowledged |
| | 1.7 | Changes in allocated roles and responsibilities are implemented, in accordance with organisational procedures |
| | 1.8 | Team meetings are attended regularly, punctually and are contributed to, in accordance with organisational procedures |
| 2 | Share knowledge and information | |
| | 2.1 | Information related to work is communicated with team members to enable efficient completion of tasks, in accordance with the organisational policies and procedures |
| | 2.2 | Knowledge and skills are shared between team members |
| 3 | Give and receive support to or from team members | |
| | 3.1 | Feedback or assistance is given to other team members in an appropriate and timely manner |
| | 3.2 | Team members are supported in achieving organisational goals |
| | 3.3 | Feedback from other team members is acted upon, in accordance with organisational procedures |

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to PUATEA001B Work in a team.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf>

Assessment Requirements for PUATEA001 Work in a team

Modification History

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and includes

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- attending and working in a variety of team situations
- completing organisational documentation
- contributing to organisational goals and team activities, team meetings and the achievement of tasks consistent with goals
- displaying interpersonal skills and encouraging team members
- following instructions
- following organisational policies and procedures
- giving and receiving support to and from team members
- identifying work conditions and types of activities to be undertaken
- listening and using a variety of communication skills
- providing appropriate suggestions, feedback and information to team members
- reporting information
- requesting assistance from appropriate personnel
- sharing knowledge and information

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and includes knowledge of

- composition of teams including roles and responsibilities of members
- nonoperational and operational communication processes
- organisational documentation, policies and procedures
- organisational goals and activities
- potential work task conditions
- techniques for assisting and supporting others
- techniques for giving and receiving feedback in a constructive manner
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements including risk mitigation

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

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Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operational manuals.

Links

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