



Australian Government

SISXIND005 Coordinate work teams or groups

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to coordinate work teams or groups in a sport, fitness or recreation environment. It requires the ability to organise and monitor staffing levels, inform team or group members of expected standards of work, motivate teams and maintain staffing records. Group or team members may be paid employees or volunteers.

This unit applies to individuals responsible for coordinating others as part of their role, ensuring all work is according to relevant legislation and organisational policies and procedures.

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

Pre-requisite Unit

Nil

Competency Field

Working in Industry

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

1. Determine staff levels and expectations.

PERFORMANCE CRITERIA

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

- 1.1 Set staffing levels within budget to maximise operational and customer service efficiency.
- 1.2 Roster teams or groups to meet anticipated demand and statutory requirements.
- 1.3 Induct new team or group members.
- 1.4 Inform team or group members of rosters within designated timeframes.

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| | 1.5 Monitor and adjust staffing levels in response to organisational requirements. |
| | 1.6 Communicate expected standards of work and clarify workplace rights and obligations. |
| | 1.7 Encourage individuals to contribute to discussion and planning of team or group objectives and goals. |
| 2. Coordinate work team or group. | 2.1 Allocate tasks and responsibilities using appropriate communication techniques. |
| | 2.2 Ensure team or group members are familiar with specific or required procedures. |
| | 2.3 Develop contingency plans to cope with unexpected situations and implement as required. |
| | 2.4 Maintain accurate and current records of staffing. |
| 3. Monitor team or group performance. | 3.1 Review and update objectives and goals regularly in consultation with relevant personnel. |
| | 3.2 Evaluate performance against allocated responsibilities and performance standards. |
| | 3.3 Counsel team or group members, as required, and record outcomes. |

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 to:	interpret workplace documents and legal requirements.
Oral communication skills to:	- provide feedback and encouragement - ask questions to identify and confirm requirements - resolve conflict.
Technology skills to:	maintain records of staffing and meetings.

Unit Mapping Information

SISXIND410 Coordinate sport, fitness or recreation work teams or groups

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b>