



Australian Government

Assessment Requirements for SISXMGT004 Coordinate work teams

Release: 1

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Modification History

Not applicable.

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:

- analyse business data to forecast staffing requirements for two of the following sport, fitness, aquatic or recreation activities:
 - general business activities for the forthcoming month
 - a special event
 - a promotional activity
 - competition schedules
 - bespoke program designed for a client
- develop rosters to meet the above staffing requirements
- adjust roster on two different occasions where requirements change
- provide staff induction for one team member
- conduct one team meeting to evaluate team performance and discuss revised objectives
- provide feedback and document outcomes for two team members.

Knowledge Evidence

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

- sources of information on industrial awards for the sector and specific enterprise agreements for the organisation
- the key provisions of applicable industrial awards and enterprise agreements for sport, fitness, aquatic or recreation organisations:
 - minimum and maximum hours of work
 - meals and other breaks
 - mandated breaks between shifts
 - employment classification and remuneration
 - standard, overtime and penalty rates
- types of business data for forecasting required staffing levels
- types of teams operating in a sport, fitness, aquatic or recreation environment and common roles, boundaries and responsibilities
- organisational policies and procedures for:

- induction
- maintaining staff records
- performance appraisal methods and techniques
- technologies and formats used for rosters and methods for communicating
- techniques for forming and motivating teams to achieve shared goals.

Assessment Conditions

Skills must be demonstrated in a sport, fitness, aquatic or recreation environment. This can be:

- a workplace, or
- a simulated environment set up for the purposes of skills assessment.

Assessment must ensure use of:

- interaction with team members; these can be:
 - team members in an industry workplace, or
 - individuals who participate in simulated activities used for the purpose of skills assessment
- business data for forecasting required staffing levels
- rostering and recording systems
- induction information and resources
- sport, fitness, aquatic or recreation industry industrial awards and enterprise agreements
- organisational policies and procedures for induction and maintaining staff records.

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=1ca50016-24d2-4161-a044-d3faa200268b>