



Australian Government

TLIG0001 Facilitate work teams

Release: 1

TLIG0001 Facilitate work teams

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to facilitate work teams.

It includes participating in team planning, developing team commitment and cooperation, managing and developing team performance, and encouraging and facilitating the work of teams.

Work is performed under minimum supervision with general guidance on progress and outcomes. It involves discretion and judgement for self and others in facilitating work teams or groups.

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

Pre-requisite Unit

Not applicable.

Competency Field

G – Teamwork.

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Participate in team planning

PERFORMANCE CRITERIA

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

1.1 Team goals, purpose, roles, responsibilities and accountabilities are defined in consultation with team members in accordance with organisational business plan, policies and practices

1.2 Team members are encouraged to recognise and value diversity in

the workplace

2 Develop team commitment and cooperation

- 2.1** Open communication processes are used by team members to obtain and share information
- 2.2** Team members are encouraged to demonstrate innovation and initiative
- 2.3** Support is provided to team members to develop mutual team commitment and cooperation

3 Manage and develop team performance

- 3.1** Team is supported in making decisions within agreed roles and responsibilities
- 3.2** Results achieved by team members contribute to the organisational business plans
- 3.3** Team and individual competencies are monitored regularly to confirm team goals are achieved
- 3.4** Mentoring and coaching opportunities are provided to team members to enhance personal and collective knowledge and skills
- 3.5** Team member's performance is monitored to confirm they have completed the relevant tasks
- 3.6** Processes to monitor and adjust team performance are developed and agreed to in consultation with team members in accordance with continuous improvement policies

4 Encourage and facilitate the work of teams

- 4.1** Team effectiveness is encouraged and enhanced through active participation in team activities and communication processes
- 4.2** Individuals and teams are actively encouraged to take individual and joint responsibility for actions
- 4.3** Team members are supported to identify and resolve problems that impact performance

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 can be found in the TLI Transport and Logistics Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIG4006 Facilitate work teams.

Links

Companion Volume Implementation Guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>

Assessment Requirements for TLIG0001 Facilitate work teams

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

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 include:

- applying relevant organisational business plan and goals
- communicating and working effectively with others when facilitating and planning the operation of work teams
- mentoring and coaching others
- monitoring and prioritising work activities in terms of planned schedule
- recognising and valuing diversity in the workplace
- working effectively with others.

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 include knowledge of:

- coaching and mentoring approaches to support team members to share knowledge and skills
- mechanisms to encourage team decision making, and to reward and support team achievement
- problems when facilitating work teams and appropriate solutions
- relevant organisational business plans and goals
- strategies to implement continuous improvement processes
- workplace protocols and procedures for facilitating work teams.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

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, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including legislation, regulations, codes of practice, workplace procedures and operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>