



Australian Government

TLIG0002 Lead a work team

Release: 1

TLIG0002 Lead a work team

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 lead a work team.

It includes participating in work team planning, managing and developing work team performance, participating in and facilitating a work team achieve workplace tasks, as well as documenting and reviewing work team performance in accordance with relevant legislation and workplace procedures.

Work is performed under some supervision within a team environment.

Work involves the application of established procedures when leading a work team or group.

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 describe the essential outcomes.

1 Participate in work team planning

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

1.1 Requirements of team tasks are identified and clarified in conjunction with team members to ensure appropriate interpretation of workplace requirements

1.2 Steps are planned in conjunction with other personnel to allow achievement of outcomes in accordance with

workplace policies and procedures

2 Manage and develop team performance

- 2.1** Task activities are assigned to team members based on competence, expertise and availability
- 2.2** Team members are advised about work health and safety (WHS)/occupational health and safety (OHS) legislation and workplace policies
- 2.3** Performance measures and requirements are agreed with team members in accordance with workplace procedures

3 Participate in and facilitate work team to achieve tasks

- 3.1** Work activity is organised and carried out with team members and tasks are sequenced and facilitated
- 3.2** Individuals and teams are actively encouraged to negotiate and work effectively both individually and jointly
- 3.3** Individuals and teams are coached and mentored in accordance with workplace procedures

4 Document and review work team tasks

- 4.1** Documentation related to job planning and progress is completed and recorded in accordance with workplace procedures
- 4.2** Outcomes of team task activities are reviewed in accordance with planned objectives, task instructions and specifications to ensure all requirements have been met

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 TLIG3002 Lead a work team or group.

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 TLIG0002 Lead a work 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 include:

- applying relevant legislation and workplace procedures
- coaching and mentoring team members
- completing relevant documentation
- monitoring and prioritising team activities in terms of planned schedule
- negotiating and working effectively with team members
- planning team activities, including predicting consequences and identifying improvements
- reading, interpreting and following relevant instructions and workplace procedures.

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
- problems when leading a work team and appropriate solutions
- relevant legislation
- relevant work health and safety (WHS)/occupational health and safety (OHS) policies and procedures
- techniques to encourage appropriate participation of team members
- workplace policies and procedures for leading 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

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