



Australian Government

TLIG0003 Work effectively with others in a team

Release: 1

TLIG0003 Work effectively with others in a 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 work effectively with others in a team.

It includes identifying work roles, contributing to planning activities, working within the team and supporting the team.

Work is performed under some supervision within a team environment.

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 Identify work roles

PERFORMANCE CRITERIA

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

1.1 Work roles of each team member are identified and recognised

1.2 Identify the objectives and goals of the team and contribute, where appropriate

1.3 Change in allocated roles and responsibilities are

- implemented in accordance with workplace procedures
- 2 Contribute to planning work activities**
- 2.1** Suggestions and information are provided as appropriate to contribute to planning work activities in accordance with workplace procedures
- 2.2** Priorities are established and agreed within the team
- 2.3** Support needed to complete activities is identified and sought
- 3 Work within the team**
- 3.1** Forms of communication appropriate to the activity are used
- 3.2** Assistance to complete the activities is requested, as required
- 3.3** Contributions to the achievement of a required outcome are made
- 3.4** Work is undertaken in accordance with specified procedures on an individual and shared basis, as required
- 3.5** Problems are discussed and resolved where possible, through agreed and accepted processes
- 3.6** Team activities are modified based on operational requirements
- 3.7** Suggestions for improvements to processes are made and discussed within the team
- 4 Support the team**
- 4.1** Feedback or assistance is given to other team members, as required
- 4.2** Team members are assisted in achieving the team goal, where possible
- 4.3** Feedback from other team members is acted upon in accordance with own job role and workplace 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 can be found in the TLI Transport and Logistics Training Package

Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is not equivalent to TLIG1001 Work effectively with others.

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 TLIG0003 Work effectively with others in a team

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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
- communicating and working effectively with others when completing work activities
- completing team activities to the required outcomes
- discussing and/or rectifying identified misunderstandings and problems promptly using appropriate strategies in accordance with regulatory requirements and workplace procedures
- interpreting and following operational instructions and prioritising work within the team
- modifying team activities depending on operational contingencies, risk situations and environments.

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:

- basic principles of teamwork
- effective communication skills required for working within a team
- relevant workplace standards and procedures
- typical misunderstandings and problems that occur in the workplace and possible solutions
- workplace structures and the roles and responsibilities of team members.

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.

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