



Australian Government

TLIG1001 Work effectively with others

Release: 1

TLIG1001 Work effectively with others

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 basic skills and knowledge required to work effectively with others using established procedures and appropriate interpersonal skills to assist others to complete work tasks, in accordance with workplace procedures and relevant regulatory requirements.

It includes contributing to determining appropriate work roles, planning activities and working with others to complete activities.

Work is performed under some supervision, generally 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 **Contribute to determining appropriate 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, based on information and instructions about objectives, performance requirements and procedures
- 1.2 Contributions are made to determining appropriate roles and responsibilities for the successful completion of the activity

2 Contribute to planning the activity

2.1 Suggestions and information are provided as appropriate to contribute to planning the activity in accordance with the associated procedures

2.2 Support needed to complete activities is identified

3 Work with others

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 Suggestions for improvements to processes are made and discussed within the team

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 Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIG1001A 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 TLIG1001 Work effectively with others

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of 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
- interpreting and following operational instructions and prioritising work within the team
- modifying team activities depending on operational contingencies, risk situations and environments
- monitoring team activities in terms of planned schedule
- reading and interpreting instructions, procedures, information and signs relevant to working with others as a team
- reporting and/or rectifying identified misunderstandings and problems promptly using appropriate strategies , in accordance with regulatory requirements and workplace procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- basic principles of teamwork
- focus of operation of work systems, equipment or management, site and organisational operating procedures
- relevant workplace standards and procedures, and duty of care requirements
- typical misunderstandings and problems that can occur in the workplace and appropriate ways of dealing with them
- workplace structures and the roles and responsibilities of team members.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

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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 include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
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