



Australian Government

TLIG3002 Lead a work team or group

Release: 1

TLIG3002 Lead a work team or group

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 or group in accordance with workplace procedures and relevant regulations.

It includes participating in work team/group planning, managing and developing work team/group performance, participating in and facilitating a work team/group achieve workplace tasks, as well as documenting and reviewing work team/group performance.

Work is performed under some supervision, generally 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.

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

1 Participate in work team/group planning

1.1 Requirements of a team/group task are identified and clarified in conjunction with team/group members to ensure appropriate interpretation of specifications and in accordance with enterprise requirements

- 1.2 Hazards are identified, risks are assessed and control measures are implemented
- 1.3 Task is interpreted and relevant steps are identified in conjunction with team/group members to ensure efficient conduct of work to meet specifications and enterprise requirements
- 1.4 Steps are planned in conjunction with other personnel to allow achievement of practical outcomes in accordance with enterprise and/or manufacturer procedures
- 2 Manage and develop work team/group performance**
 - 2.1 Task activities are assigned to team/group members based on competence, expertise and availability
 - 2.2 Team/group members are advised about symptoms and effects of fatigue, drugs and alcohol, safe lifting techniques and other work health and safety (WHS)/occupational health and safety (OHS) policies
 - 2.3 Performance measures and requirements are agreed with team/group members in accordance with enterprise procedures
- 3 Participate in and facilitate work team/group achieve tasks**
 - 3.1 Work activity is organised and carried out with team/group members and other personnel using relevant communication processes to ensure safe, unambiguous and appropriate sequencing of tasks
 - 3.2 Individuals and teams/groups are actively encouraged to take individual and joint responsibility
- 4 Document and review work team/group tasks**
 - 4.1 Necessary documentation related to job planning and progress is completed and recorded in accordance with statutory, manufacturer and enterprise requirements
 - 4.2 Outcomes of team/group task activities are compared 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 Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIG3002A 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 TLIG3002 Lead a work team or group

Modification History

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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 precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing relevant documentation
- identifying and recommending improvements to services, resource allocation and use
- leading and encouraging team members
- modifying team activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising team activities in terms of planned schedule
- negotiating and working effectively with team members
- operating electronic communications equipment to required protocol
- planning team activities, including predicting consequences and identifying improvements
- reading, interpreting and following relevant instructions, procedures
- selecting and appropriately applying technology, information systems and procedures to complete workplace tasks.

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:

- coaching and mentoring approaches
- principles, duty of care and obligations within the chain of responsibility in the transport industry
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection policies and procedures
- relevant regulatory and codes of practice requirements
- strategies to implement continuous improvement processes
- techniques to encourage appropriate participation of team/group members
- typical problems that can occur when leading a work team and related appropriate action that can be taken
- workplace policies and plans including procedures for training and development
- workplace protocols and procedures for leading work teams.

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 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.

Links

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