



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>