



Australian Government

UEPOPS032 Coordinate team activities

Release: 1

UEPOPS032 Coordinate team activities

Modification History

Release 1. This is the first release of this unit of competency in the UEP Electricity Supply Industry - Generation Sector Training Package Release 2.0.

Application

This unit involves the skills and knowledge required to direct and coordinate team activities in the workplace to achieve agreed goals.

Team coordination is the process of turning a group of individuals into a cohesive team where they work together interdependently and cooperatively to meet the needs of the workplace.

Competency in this unit requires the ability to prepare for and coordinate teamwork, and conduct team meetings. Individuals will, in general, work as a coordinator, in a power generation facility.

Power generation plant operators are trained and authorised to isolate, prepare plant and issue permits to work.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

There are no prerequisite units

Competency Field

Operations

Unit Sector

Electricity generation

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Prepare for teamwork

PERFORMANCE CRITERIA

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

1.1 Work health and safety (WHS)/occupational health and

safety (OHS) regulations, legislative requirements, codes of practice, manufacturers' recommendations and specifications, environmental requirements and workplace procedures are identified, applied and monitored

1.2 Teamwork is planned in accordance with workplace procedures

1.3 Hazards and incidents related to performance of teamwork are identified and investigated and remedial action is planned and implemented in accordance with workplace procedures

1.4 Team communication requirements are identified in accordance with workplace procedures

1.5 Communication and information systems are used in accordance with workplace procedures

2 Coordinate teamwork

2.1 Site and team performance goals are identified and clarified with team members in accordance with workplace procedures

2.2 Cooperative interaction between team members is fostered in accordance with workplace procedures

2.3 Team roles are identified and coordinated in accordance with workplace procedures

2.4 Work plans for the team are developed, revised and coordinated in accordance with workplace procedures

2.5 Proposals for improvements are encouraged from team members in accordance with workplace procedures

2.6 Barriers to achievement of team goals and performance are identified and resolved, and referred to relevant personnel in accordance with workplace procedures

3 Conduct team meetings

3.1 Team meeting objectives are clarified, and research is prepared in accordance with workplace procedures

3.2 Meeting procedures are conveyed to team members in accordance with workplace procedures

3.3 Formal presentations are undertaken in team meetings in accordance with workplace procedures

3.4 Team members are encouraged to participate and are

given a hearing in meetings in accordance with 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 may be found in the UEP Electricity Supply Industry - Generation Sector Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to UEPOPS440 Coordinate team activities.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1715b9fa-e7bd-441c-bb8d-cf22c9c825a8>

Assessment Requirements for UEPOPS032 Coordinate team activities

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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 two separate occasions and include:

- applying work health and safety (WHS)/occupational health and safety (OHS) requirements, including:
 - emergency procedures
 - risk control measures
 - safe working practices
- communicating with team
- conducting team meetings
- coordinating teamwork
- developing work plans
- implementing regulations, legislative requirements, codes of practice, manufacturers' recommendations and specifications, and environmental requirements
- instigating team goals
- maximising and utilising team potential through interpersonal techniques and skills
- monitoring team activities and resolving team member differences
- preparing for teamwork
- promoting team unity and providing team support.

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:

- communication techniques and procedures
- coordination of work teams
- dispute resolution procedures
- interpersonal techniques and skills
- management of team meetings
- regulations, legislative requirements, codes of practice, manufacturers' recommendations and specifications, and environmental requirements

- team member competency and skill identification
- techniques for team goal setting
- WHS/OHS requirements, including:
 - emergency procedures
 - risk control measures
 - safe working practices
- work plans
- workplace documentation
- workplace policies and procedures.

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 other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, equipment specifications, regulations, codes of practice and operation manuals.

Links

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