



**Australian Government**

# **UEPOPS440 Coordinate team activities**

**Release: 1**

## UEPOPS440 Coordinate team activities

### Modification History

**Release 1.** This is the first release of this unit of competency in the UEP Generation Training Package.

### 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 team work, coordinate team work and conduct team meetings. Individuals will, in general, work as a coordinator, in a power generation facility.

Power generation plant operators are typically 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.

#### **Note: Workplace practice**

The application of the skills and knowledge described in this unit may require a licence or training permit to practice in the workplace where work is carried out on gas and electrical installations. Additional conditions may apply under state and territory legislative and regulatory licensing requirements.

### 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.

### PERFORMANCE CRITERIA

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

#### 1 Prepare for team work

- 1.1 Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) regulations, legislative requirements, industry standards, codes of practice, environmental obligations and workplace procedures are identified, applied and monitored
- 1.2 Team work is planned, in accordance with workplace procedures
- 1.3 Hazards or incidents related to performance of team work are identified and investigated and remedial action is planned and implemented, in accordance with workplace procedures and legislative requirements
- 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 team work

- 2.1 Site or 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, or referred to appropriate 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 Companion Volume Implementation Guide.

## Unit Mapping Information

This unit replaces and is equivalent to UEPOPS440B 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 UEPOPS440 Coordinate team activities

## Modification History

Release 1. This is the first release of this unit of competency in the UEP Generation Training Package.

## Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements, performance criteria and range of conditions on at least two separate occasions and includes:

- 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 team work
- developing work plans
- implementing legislation, industry standards, codes of practice and regulations
- instigating team goals
- maximising and utilising team potential through interpersonal techniques and skills
- monitoring team activities and resolving team member differences
- preparing for team work
- 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, performance criteria and range of conditions and includes knowledge of:

- communication techniques and procedures
- coordination of work teams
- dispute resolution procedures
- interpersonal techniques and skills
- legislation, industry standards, codes of practice and regulations
- management of team meetings
- team member competency and skill identification

- techniques for team goal setting
- WHS/OHS legislated requirements including:
  - emergency procedures
  - risk control measures
  - safe working practices
- work plans
- workplace documentation
- workplace policies and procedures

## 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 processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

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 currently used in industry
- applicable documentation including workplace procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals

## Links

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