

Work in a team

Modification History

Release	Comment
Release 1	New unit of competency.

Application

This unit describes the skills and knowledge required to work effectively as part of permanent or project based teams in a workplace within an industry.

This unit applies to a wide range of workers, but has a specific focus on the teamwork skills required for workers with limited responsibility for others.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, any applicable national standards, industry codes of practice or similar.

Unit Sector

Cross Sector Skill

Elements and Performance Criteria

Elements Elements describe the essential outcomes.	Performance Criteria Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold and italicised text is used, further information is detailed in the range of conditions section.
1. Identify individual work tasks within a team	1.1 Identify your own role and task requirements within a team environment 1.2 Identify own responsibilities according to organisational policy 1.3 Understand team structure and roles of other team members 1.4 Plan and prioritise own tasks according to given time frames and team requirements
2. Work effectively with team members	2.1 Communicate clearly and respectfully with team members, considering the needs of those from <i>diverse backgrounds</i> and roles 2.2 Seek and provide assistance to team members where appropriate 2.3 Collaborate effectively with team members including those who are <i>working remotely</i>
3. Contribute effectively to team goals	3.1 Contribute effectively to common team goals and performance standards 3.2 Support team members in carrying out their roles 3.3 Contribute ideas and information in team planning discussions 3.4 Share your knowledge and skills with team members to enable effective teamwork
4. Communicate effectively with team leaders	4.1 Receive and confirm understanding of task instructions or directions 4.2 Seek and act upon feedback to improve personal performance and/or behaviour 4.3 Communicate personal commitments in a timely manner 4.4 Identify and report any issues preventing the completion of workplace tasks, according to organisational requirements

Foundation Skills

This section describes those language, literacy and numeracy and employment skills that are essential to performance.

(This section will be finalised upon completion of consultation on other parts of the draft unit)

Range of Conditions

This section specifies work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Bold italicised wording, if used in the performance criteria, is detailed below.

<p><i>Diverse backgrounds</i> must include two of the following:</p>	<p>Those from different</p> <ul style="list-style-type: none"> ● age groups ● cultural backgrounds ● religions ● genders <p>and those with</p> <ul style="list-style-type: none"> ● special needs
<p><i>Working remotely</i> must include one of the following:</p>	<ul style="list-style-type: none"> ● collaboration via phone or mobile ● collaboration via video conference ● collaboration via other digital tools or software
<p><i>Organisational requirements</i> must include one of the following:</p>	<ul style="list-style-type: none"> ● workplace policies ● codes of conduct ● organisational brand

Unit Mapping Information

(Unit mapping information to be provided once unit has been finalised)

Performance Evidence

Before competency can be determined, individuals must demonstrate they can perform the following according to the standards defined in this unit's elements, performance criteria and range of conditions:

- Identify individual and team roles and responsibilities
- Plan assigned tasks according to priority and deadlines
- Contribute to achievement of team goals
- Share knowledge, ideas and problems with team members
- Act on feedback in a constructive manner

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to effectively complete the tasks outlined in the elements and performance criteria of this unit and manage tasks and reasonably foreseeable contingencies in the context of the work role. This includes knowledge of:

- Composition of workplace teams and roles and responsibilities of team members within organisations
- Techniques for giving and receiving feedback in a constructive manner
- Ways to provide support to team members
- Issues that may impact team performance and outcomes
- Techniques to collaborate effectively with those working remotely

Links

Implementation Guide

(TBA)