Modification history

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| Release | Comments |
| Release 1 | This version released with AMP Australian Meat Processing Training Package Version 8.0. |

| AMPCOM3X1 | Work effectively within a team |
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| Application | This unit describes the skills and knowledge required to work effectively within a work-based team. It includes identifying one's own role within the team, team goals, interacting effectively with team members and contributing to positive workplace relations.  This unit applies to individuals who work in operational roles, with others, and who may have some responsibility for the output of others.  All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety, food and meat safety regulations, legislation and standards that apply to the workplace.  No licensing, legislative or certification requirements apply to this unit at the time of publication. |
| Prerequisite Unit | Nil |
| Unit Sector | Communication (COM) |

| Elements | Performance Criteria |
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| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
| 1. Identify individual work tasks within a team | 1.1 Identify own responsibilities according to organisational policies and procedures  1.2 Identify own role and task requirements within team  1.3 Identify team structure and roles of other team members  1.4 Plan and prioritise own tasks according to given time frames and team requirements |
| 2. Contribute to planning team activities | 2.1 Identify team goals and own responsibilities relevant to achieving team goals  2.2 Contribute ideas and information in team planning discussions  2.3 Share knowledge and skills with team members to enable effective teamwork and seek or offer support as required |
| 3. Work effectively with team members | 3.1 Communicate clearly and respectfully with team members, considering the needs of those from diverse backgrounds and roles  3.2 Collaborate effectively with team members, including those who work in other areas  3.3 Seek and provide assistance, clarification and feedback to team members |
| 4. Contribute to the maintenance and improvement of workplace operations | 4.1 Provide clear and prompt spoken and written reports on workplace operations  4.2 Identify and report any issues preventing the completion of workplace tasks, according to organisational requirements  4.3 Solve problems by communicating with others |

| Foundation Skills  This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria. | |
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| Skill | Description |
| Oral communication | * Show respect to those from backgrounds that are different to one's own * Consider possible cultural and social differences when difficulties or misunderstandings occur |
| Writing | * Record operational information using digital and/or paper-based format * Use industry terminology |

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| Unit Mapping Information | | | |
| Code and title current version | Code and title previous version | Comments | Equivalence status |
| AMPCOM3X1 Work effectively within a team | Not applicable | The unit has been created to address a skill or task required by industry that is not covered by an existing unit | Newly created |

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| Links | Companion Volumes, including Implementation Guides, are available at VETNet:  [https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7](https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7%20) |

| TITLE | Assessment requirements for AMPCOM3X1 Work effectively within a team |
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| Performance Evidence | |
| An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.  There must be evidence that the individual has worked effectively within a team of at least three members, on two different occasions, including:   * planned team tasks to meet work timelines * contributed to the achievement of team goals * shared knowledge, ideas and problems with team members * acted on feedback in a constructive manner. | |

| Knowledge Evidence |
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| An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:   * characteristics of an effective team member in the meat industry * workplace requirements relevant to working in a workplace team: * workplace policies * codes of conduct * organisational reputation and culture * typical compositions of workplace teams, and the roles and responsibilities of team members within organisations * techniques for giving and receiving feedback in a constructive manner * methods to support team members * key principles of cross-cultural communication and communication with individuals from backgrounds different to one's own. |

| Assessment Conditions |
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| Assessment of skills in this unit of competency must take place under the following conditions:   * physical conditions: * skills must be demonstrated in a meat processing workplace or an environment that accurately represents workplace conditions * specifications: * meat industry codes and standards * relevant workplace policies and procedures * relationships: * interactions with team members.   Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards. |

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