

Planning & Scheduling

21335 version 1

Lead a group/team to achieve an objective(s)

Level: 4 Credits: 5

Entry information: Open.

Special notes

- 1 All activities must comply with any policies, procedures, and requirements of the organisation(s) involved; the ethical codes of relevant professional bodies; and any relevant legislative and/or regulatory requirements.
- 2 This unit standard must be assessed against on the basis of evidence of demonstrated and repeatable performance in a *real situation*, which may include but is not limited to the candidate's workplace. This may include off-job simulated situations that demand performance equivalent to that required in the *real situation*.
A real situation is a natural part of the candidate's life and has not been artificially created for assessment purposes.
- 3 This unit standard is particularly suited to being assessed against in conjunction with another unit standard(s).
- 4 This unit standard is about leading a group/team to achieve its objective(s), generally agreed to be achievable. Award of credit requires the group/team objective(s) to be achieved.
- 5 This unit standard is one of a sequence about working as part of a group/team:
Unit 3503, *Participate in a team or group to complete routine tasks*, level 1
Unit 9677, *Participate in a group/team which has an objective(s)*, level 2
Unit 9681, *Contribute within a group/team which has an objective(s)*, level 3
Unit 11101, *Collaborate within a group/team which has an objective(s)*, level 4
Unit 21335, *Lead a group/team to achieve an objective(s)*, level 4
Unit 21336, *Lead a group/team to achieve an objective(s) with some complexity*, level 5.
- 6 Definition
Meeting in this unit standard refers to any occasion when the group/team assembles to work toward its objective(s), and does not necessarily need to follow formal meeting procedures.

Judgment statement

Verifier: The trainee has shown ability to meet the standard stated within this unit in accordance with company specifications, procedures and where appropriate manufacturer's instructions.

Assessor: Based on the evidence of the verifier and demonstrated skills and knowledge the candidate has met the criteria as specified within this unit including all range statements.

Focus: Throughout this area of assessment the candidate will need to consistently apply knowledge learned relating to: sound businesses practices, organisational business rules and legislative requirements relating to acts, codes and legislation listed above.

Element 1

Plan group/team activities to achieve an objective(s).

Performance Criteria		Candidate	Verifier/Assessor
1.1	Defined group/team outcomes are clear, concise, and documented in agreed formats.		
1.2	Meeting agenda and/or other supporting information for the group/team meeting are complete and accurate, and include the group/team's objective(s), venue, date, time, and other members.		
Range	supporting information – any documented information that would enhance understanding by providing background information and/or setting out options and criteria for consideration.		

Element 2

Set goals and negotiate group/team process to achieve an objective(s).

Performance Criteria		Candidate	Assessor
2.1	Terms of reference are agreed with group/team members and the organisation.		
2.2	Group/team agrees on ground-rules for group/team members' behaviour.		
2.3	Group/team's terms of reference include an achievable group/team objective(s), that is specific, measurable, and time-based.		

Element 3		
Facilitate group/team process to achieve an objective(s).		
Performance Criteria	Candidate	Assessor
3.1 Group/team progress towards objective(s) is monitored and reviewed in consultation with group/team members to ensure that decisions are made and objective(s) is met.		
3.2 Strategies to achieve the group/team objective(s) are discussed and agreed.		
3.3 Group/team meetings are planned, focused on objective(s), summarised and recorded, and decisions are reported in accordance with the requirements of the organisation.		

Element 4		
Evaluate performance.		
Performance Criteria	Candidate	Assessor
4.1 Group/team outcomes are evaluated by group/team in terms of achievement of an objective(s).		
4.2 Own performance is evaluated in terms of group/team progress towards achievement of an objective(s), and in terms of group/team ground-rules.		
4.3 Reflective self-evaluation of performance shows understanding of practices and/or ideas which could be transferred to other groups/teams.		

New 1

Plan and conduct daily laboratory testing activities in the civil engineering sector

Level: 3 Credits: 10

Entry information: open.

Special notes

Special notes

- 1 Applicable Rules, standards, and codes
ISO/IEC 17025:2005 – *General Requirements for the Competence of Testing and Calibration Laboratories* (ISO/IEC 17025);
Available at <http://www.iso.org/iso/store.htm>
- 2 Definitions
Samples may include but are not limited to – prepared materials and test materials such as standards and reagents.
Organisational requirements refers to instructions to staff on policy and procedures which are formally documented or generally accepted at the work site. This may include legislation; industry standards and methods; national and international standards and methods; customer/organisation developed methods, standard operating procedures, specifications, manuals, and manufacturer's information.

Judgment statement

Verifier: The trainee has shown ability to meet the standard stated within this unit in accordance with company specifications, procedures and where appropriate manufacturer's instructions.

Assessor: Based on the evidence of the verifier and demonstrated skills and knowledge the candidate has met the criteria as specified within this unit including all range statements.

Focus: Throughout this area of assessment the candidate will need to consistently apply knowledge learned relating to: sound businesses practices, organisational business rules and legislative requirements relating to acts, codes and legislation listed above.

Element 1		
Plan and organise daily laboratory testing activities		
Performance Criteria	Candidate	Verifier/Assessor
1.1. Clarify allocated work activities and required resources if necessary in accordance with company requirements. 1.2. Prioritise work activities in accordance with company requirements. 1.3. Monitor and update work plan in response to new information and communicate changes to appropriate personnel in accordance with company requirements. Range: May include but not limited to - urgent requests, new work, changed situations or instructions from appropriate personnel	Break down work activities into small achievable components and efficient sequences	

Element 2		
Complete daily laboratory testing activities		
Performance Criteria	Candidate	Assessor
2.1. Assemble resources and workplace procedures for required tasks in accordance with company requirements. Range: May include but not limited to – documentation, personnel, equipment, sub contractors. 2.2. Undertake task(s) in accordance with company requirements. 2.3. Record completion of activities in accordance with company requirements	Seek assistance from relevant personnel when difficulties cannot be handled	