

WORK IN A TEAM

PUATEA001B

- Element 1** **Contribute to team activities**
- 1.1 Roles and responsibilities of team members are recognised.
 - 1.2 Contribution is made to identifying team goals and objectives.
 - 1.3 Activities are completed to required standard within time-frame and in accordance with organisation's policies and procedures.
 - 1.4 Assistance in the completion of tasks is requested from other team members where appropriate.
 - 1.5 Team members are assisted to ensure efficient and safe completion of tasks in accordance with organisation's policies and procedures.
 - 1.6 Participation by team members is encouraged and acknowledged.
 - 1.7 Changes in allocated role and responsibilities are implemented.
 - 1.8 Team meetings are attended regularly and punctually.
- Element 2** **Share knowledge and information**
- 2.1 Information relevant to work is communicated effectively with team members to enable efficient completion of tasks in accordance with the organisation's policies and procedures.
 - 2.2 Knowledge and skills are shared between team members.
- Element 3** **Give and receive support to/from team members**
- 3.1 Feedback/assistance is given to other team members in an appropriate manner.
 - 3.2 Team members are supported in achieving workplace goals.
 - 3.3 Feedback from other team members is acted upon appropriately.