

Unit Ref	PO15
Title:	Lead the Work of Teams and Individuals to Achieve Objectives in Extractives and Mineral Processing Industries
Level:	4
Credit value:	9
Guided Learning Hours	48
Learning outcomes <i>The learner will:</i>	Assessment criteria <i>The learner can:</i>
1. Be able to lead the work of teams and individuals.	1.1 Provide opportunities to team members to contribute to the planning and organisation of their work 1.2 Develop plans that are consistent with team objectives, realistic and achievable within organisational constraints 1.3 Communicate to team members the plans and their work activities in sufficient detail and at a level and pace appropriate to them 1.4 Confirm team members' understanding of the plans and their work activities 1.5 Update plans at regular intervals to take account of individual, team and/or organisational changes 1.6 Assess the work of teams or individuals, based on sufficient and valid information and against clear agreed criteria 1.7 Provide feedback to team members in a situation and in a form and manner most likely to maintain and improve performance 1.8 Give feedback that is clear and is based on an objective assessment of team members' work 1.9 Recognise team members' achievements and provide constructive suggestions and encouragement for improving their work 1.10 Provide opportunities to team members to respond to feedback and suggestions
2. Understand how to lead the work of teams and individuals	2.1 Outline the importance of effective communication when explaining work plans and activities 2.2 Explain the importance and benefits gained from providing team members with the opportunity to contribute to the planning and organisation of their work 2.3 Outline the types of organisational constraints which influence the planning of work activities 2.4 Explain the importance of planning work activities to organisational effectiveness and their role and responsibilities in relation to this 2.5 Describe how to develop realistic and achievable work plans for teams and individuals, to include; <ul style="list-style-type: none"> • Short term • Medium term 2.6 Outline the team's objectives and how implemented plans will succeed in meeting these 2.7 Explain the difference between someone who is within their line management control and someone for whom they have functional responsibility, and the implications this difference may have for planning work 2.8 Explain the principles of planning, monitoring and reviewing tasks to include; <ul style="list-style-type: none"> • Presenting plans to gain support and commitment • Importance of regularly reviewing work • Ensuring fair and objective assessment is achieved • Importance of assessing the ongoing work • How to enable and encourage team members to assess their own work • Importance of being clear about the purpose of assessment

	<p>2.9 Describe how to gather and evaluate the information you need to assess the work of teams and individuals, to include;</p> <ul style="list-style-type: none">• The purposes of work assessment• Why work assessment plays a role in an organisation• How they apply to their own situation• Processes in the workplace which can support such assessments <p>2.10 Explain how feedback is given to teams and individuals, to include:</p> <ul style="list-style-type: none">• The importance of good communication skills• Principles of confidentiality, who should receive information• How to give both positive and negative feedback• Choosing an appropriate time and a place to give feedback• Giving feedback in a way that shows respect• The importance of providing clear and accurate feedback• How to motivate team members and gain their commitment by providing feedback• The importance of being encouraging when providing feedback <p>2.11 Explain why it is important to provide constructive suggestions on how performance can be improved</p> <p>2.12 Explain the importance and the benefits of giving those involved the opportunity to provide suggestions on how to improve their work</p>
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Additional information about the unit	
Unit purpose and aim	This unit covers the skills, knowledge and understanding required to demonstrate competence in leading a team and its members, making best use of them to achieve their objectives. It includes planning and assessing work, and giving feedback. This standard is for you if you are a manager or supervisor with a tightly defined area of responsibility, some limited opportunity for taking decisions and managing budgets, with responsibility for achieving specific results by using resources effectively, and responsibility for allocating work to team members, colleagues or contractors.
Unit expiry date	?
Details of relationship between the unit and relevant NOS or other professional standards	This unit is based on NOS Unit MPQO15 Lead the Work of Teams and Individuals to Achieve Objectives in Extractives and Mineral Processing Industries covering it in full.
Assessment requirements or guidance specified by sector or regulatory body	Must be assessed in accordance with the MP Futures SSO Assessment Strategy and Awarding Organisation qualification implementation guidance
Support for the unit from SSC or other body(If required)	Industry Support
Location of the unit within the subject/sector classification system	4.2
Name of the organisation submitting the unit	Mineral Products Qualifications Council
Availability for use	Restricted
Unit available from	?