

Title:	WT3.17 Supervise a Team	
Level:	3	
Credit Value:	3	
Learning outcomes	Assessment criteria	
1. Follow organisational procedures relating to the supervision of a team	1.1. Work safely at all times 1.2. Comply with the health, safety and environmental requirements set out by the organisation relevant to the site 1.3. Follow the organisational procedures that are appropriate to the operation being undertaken 1.4. Ensure the group work safely at all times and comply with health and safety procedures	
2. Prepare to supervise a team	2.1. Establish that all staffing levels are appropriate for the work activity 2.2. Establish that personnel have the correct skills and knowledge for the work task 2.3. Establish that the competence of relevant colleagues are appropriate to the work task 2.4. Review personnel competence in accordance with agreed procedures	
3. Supervise a team	3.1. Communicate relevant information to all colleagues who require it 3.2. Supervise the actions of colleagues during work tasks 3.3. Ensure that the outputs of the work task risk assessment and method statement are adhered to 3.4. Deal promptly and effectively with problems that are their responsibility and are within their knowledge and experience 3.5. Report any problems that they	

	<p>cannot solve in accordance with company operating procedures</p> <p>3.6. Supervise the safe collection and disposal of any waste produced</p> <p>3.7. Supervise the cleaning and storage of any equipment used</p>
4. Complete activities relating to the supervision of a team	<p>4.1. Complete company documentation in accordance with company operating procedures</p> <p>4.2. Provide the documentation to the relevant people</p> <p>4.3. Ensure the workplace is left as originally found</p>
5. Know how to follow organisational procedures	<p>5.1. Explain personal and legal responsibilities with regard to health and safety in the working area</p> <p>5.2. Describe how working practices ensure that the working environment is conducive to good health</p> <p>5.3. Describe what the approved codes of practice/working practices relevant to the operation are and why it is important to follow them</p> <p>5.4. Explain when a work task risk assessment should be completed and how to ensure that one has been completed</p> <p>5.5. Explain how they would know if specific site requirements are in place and what they would do to comply with them</p> <p>5.6. Explain the company procedures relevant to the supervision of a team</p>
6. Know how to prepare for the supervision of a team	<p>6.1. Describe what the staffing requirements are for the work activity in accordance with organisational procedure</p> <p>6.2. Describe what the training and skills requirements are for the</p>

	<p>staff to be used in accordance with organisational procedure</p> <p>6.3. Describe where to find the records of staff training</p> <p>6.4. Describe what the competence requirements are for the staff to be used in accordance with organisational procedure</p> <p>6.5. Describe where to find the records of staff competence</p> <p>6.6. Explain how to review staff competence in accordance with organisational procedure</p>
<p>7. Know how to carry out the supervision of a team</p>	<p>7.1. Describe how to communicate relevant information to staff</p> <p>7.2. Explain how to supervise staff and ensure method statements are followed</p> <p>7.3. Explain what their responsibilities are in accordance with organisational procedure</p> <p>7.4. Explain how to deal with problems in accordance with organisational procedure</p> <p>7.5. Explain how to report problems that they cannot solve in accordance with organisational procedure</p> <p>7.6. Describe personal limitations of knowledge and experience relevant to the operation</p> <p>7.7. Describe what waste may be produced by the work activity</p> <p>7.8. Explain how and why to safely collect and dispose of any waste that may be produced</p> <p>7.9. Explain how and why equipment should be cleaned and stored</p>
<p>8. Know how to complete activities relating to the supervision of a team</p>	<p>8.1. Describe what documentation is required in accordance with organisational procedure</p> <p>8.2. Explain why it is important to</p>

	<p>complete documentation legibly</p> <p>8.3. Describe who to provide the documentation to</p> <p>8.4. Explain why it is important to leave the work place clean and tidy</p>
Additional information about the unit	
Unit purpose and aim(s)	This unit addresses the skills and knowledge required to prepare for and to supervise a team.
Unit expiry date	31/07/2016
Details of the relationship between the unit and relevant national occupational standards or other professional standards or curricula (if appropriate)	This unit covers the skills and knowledge requirements of NOS "Supervise a Team".
Assessment requirements specified by a sector or regulatory body (if appropriate)	This unit is subject to the requirements set out in the Cogent SSC Assessment Strategy.
Endorsement of the unit by a sector or other appropriate body (if required)	Cogent SSC
Location of the unit within the subject/sector classification system	2.1 , 4.2
Name of the organisation submitting the unit	PAA\VQ-SET
Availability for use	Restricted unit
Unit available from	
Unit guided learning hours	8