

RTC2705A	WORK EFFECTIVELY IN THE INDUSTRY		
Number	RTC2705A	AQF Level	2

Purpose

This competency standard covers the process of working effectively on an individual basis and with others. It requires the ability to obtain information about the industry, observe employment requirements, accept responsibility for quality of own work, maintain safety of self and others, participate in workplace teams, and follow work schedules. Working effectively in the industry requires knowledge of industry/ workplace awards and conditions, employer expectations, relevant legislation and Codes of Practice applying to the industry, OHS policies and procedures, workplace policies and procedures, emergency procedures, organisational structure, and workplace communication channels.

MAPPING		
<i>The mapping information below details the relationship between the Competency Elements and the Learning Objects</i>		
Sources of information about the industry are correctly identified and accessed.		
Competency Reference	RTC2705A/01.1	
Related Learning Object	Working in the Shearing Industry	Object No. 8
Information to assist effective and safe work performance within the industry is collected.		
Competency Reference	RTC2705A/01.2	
Related Learning Object	Shearing Shed Roles and Workflow	Object No. 9
Specific information on sector of work is obtained and updated.		
Competency Reference	RTC2705A/01.3	
Related Learning Object	Working in the Shearing Industry	Object No. 8
Industry and OHS information is correctly applied to day-to-day work activities.		
Competency Reference	RTC2705A/01.4	
Related Learning Object	Shearing Shed Roles and Workflow	Object No. 9
Employment terms and conditions are defined.		
Competency Reference	RTC2705A/01.5	
Related Learning Object	Working in the Shearing Industry	Object No. 8
Career pathways within the industry are identified.		
Competency Reference	RTC2705A/01.6	
Related Learning Object	Working in the Shearing Industry	Object No. 8
Industry developments are used in workplace context to improve quality, productivity and conditions.		
Competency Reference	RTC2705A/02.1	
Related Learning Object	Working in the Shearing Industry	Object No. 8
Work practices comply with Codes of Practice and workplace expectations.		
Competency Reference	RTC2705A/02.2	
Related Learning Object	Shearing Shed Roles and Workflow	Object No. 9
Faults and abnormalities in workplace practices are recognised and remedial action is taken to enterprise requirements.		
Competency Reference	RTC2705A/02.3	
Related Learning Object	Shearing Shed Roles and Workflow	Object No. 9

Dress and personal requirements comply with workplace standards.		
Competency Reference	RTC2705A/02.4	
Related Learning Object	Working in the Shearing Industry	Object No. 8
Punctuality in work attendance is observed.		
Competency Reference	RTC2705A/02.5	
Related Learning Object	Working in the Shearing Industry	Object No. 8
Employers expectations are met through completion of workplace routines and specific instructions within enterprise policies and procedures.		
Competency Reference	RTC2705A/02.6	
Related Learning Object	Shearing Shed Teamwork	Object No. 1
Personal work space is kept in a well organised and safe condition, and is in accordance with relevant standards and policies.		
Competency Reference	RTC2705A/03.1	
Related Learning Object	Shearing Shed Roles and Workflow	Object No. 9
Workplace code of conduct is adhered to.		
Competency Reference	RTC2705A/03.2	
Related Learning Object	Shearing Shed Roles and Workflow	Object No. 9
Variations in the quality of service and/or products from required standards are detected and reported in accordance with workplace procedures.		
Competency Reference	RTC2705A/03.3	
Related Learning Object	Shearing Shed Roles and Workflow	Object No. 9
Instructions are interpreted correctly and observed.		
Competency Reference	RTC2705A/04.1	
Related Learning Object	Shearing Shed Teamwork	Object No. 1
Factors affecting work requirements are identified and appropriate action is taken.		
Competency Reference	RTC2705A/04.2	
Related Learning Object	Shearing Shed Roles and Workflow	Object No. 9
Work load is assessed and prioritised within allocated timeframes.		
Competency Reference	RTC2705A/04.3	
Related Learning Object	Shearing Shed Roles and Workflow	Object No. 9
The need for assistance to improve performance is communicated clearly to the appropriate person.		
Competency Reference	RTC2705A/04.4	
Related Learning Object	Shearing Shed Teamwork	Object No. 1
Responsibilities and duties are undertaken in a positive manner to promote co-operation and good relationships.		
Competency Reference	RTC2705A/05.1	
Related Learning Object	Shearing Shed Teamwork	Object No. 1
Co-operation with others is conducted in a courteous manner and is appropriate to culture, special needs and linguistic background and position in the organisation.		
Competency Reference	RTC2705A/05.2	
Related Learning Object	Shearing Shed Teamwork	Object No. 1
Problems and conflict are recognised and resolved, where possible, through personal communication and/or are referred to a supervisor, manager or employer for resolution.		

Competency Reference	RTC2705A/05.3	
Related Learning Object	Working in the Shearing Industry	Object No. 8
Commitments to undertake work or assist colleagues/co-workers are fulfilled.		
Competency Reference	RTC2705A/06.1	
Related Learning Object	Shearing Shed Teamwork	Object No. 1
Information relevant to work is shared with colleagues/co-workers to ensure designated work goals are met.		
Competency Reference	RTC2705A/06.2	
Related Learning Object	Shearing Shed Teamwork	Object No. 1
Knowledge and skills are shared with colleagues/co-workers through conversations and meetings.		
Competency Reference	RTC2705A/06.3	
Related Learning Object	Shearing Shed Teamwork	Object No. 1
Contribution of individuals of different gender and social and cultural backgrounds is recognised and sought.		
Competency Reference	RTC2705A/06.4	
Related Learning Object	Shearing Shed Teamwork	Object No. 1
The principles of equal employment opportunity are observed and implemented.		
Competency Reference	RTC2705A/06.5	
Related Learning Object	Shearing Shed Teamwork	Object No. 1
Work is consistent with workplace standards relating to anti-discrimination and workplace harassment.		
Competency Reference	RTC2705A/06.6	
Related Learning Object	Working in the Shearing Industry	Object No. 8
Interpretation of work schedules is consistent with the schedule and tasks defined.		
Competency Reference	RTC2705A/07.1	
Related Learning Object	Shearing Shed Teamwork	Object No. 1
Knowledge and skills required for task are discussed with supervisors and co-workers.		
Competency Reference	RTC2705A/07.2	
Related Learning Object	Shearing Shed Teamwork	Object No. 1
Availability of materials and equipment are checked to ensure they are consistent with work schedules and the requirements of the tasks.		
Competency Reference	RTC2705A/07.3	
Related Learning Object	Shearing Shed Roles and Workflow	Object No. 9
A daily schedule for completing workplace activities and allocated tasks including priorities, allocated start times, estimation of completion times and materials, equipment and assistance required for completion is decided upon.		
Competency Reference	RTC2705A/07.4	
Related Learning Object	Shearing Shed Roles and Workflow	Object No. 9