



Australian
Institute of
Management
WESTERN AUSTRALIA



BSBSS00063 Team Leader Skill Set

Self-Assessment

V1

National Provider No: 0058



BSBSS00063 Team Leader Skill Set

Skill Set Overview

This skill set is designed for those working as developing and emerging leaders in a range of contexts. Leadership often begins at the team leader level across a wide range of enterprise and industry contexts. Team leaders communicate effectively, ensure team performance and develop effective relationships in the workplace. Across the breadth of industry, team leaders are responsible for implementing operational plans. Units from this skill set can provide credit towards a number of qualifications including BSB42015 Certificate IV in Leadership and Management.

Units of Competency

This skill set is made of up the following four (4) units of competency

Unit Code and Title
BSBLDR401 Communicate effectively as a workplace leader
BSBLDR402 Lead effective workplace relationships
BSBLDR403 Lead team effectiveness
BSBMGT402 Implement operational plan

Entry Requirements

While there are no formal entry requirements, enrolment in this qualification requires participants to have a minimum of 2 years' experience in their chosen field, with some responsibility for WHS practices as part of their current role.

Participants are also required to have the support of an employer, manager or supervisor who can provide opportunities for the participant to demonstrate competence and develop and collect evidence from various departments within the business.

What is required to achieve this skill set?

Upon successful enrolment in this skill set, participants will be granted online access to all relevant assessment tools. Every aspect of each assessment tool must be addressed successfully in order to achieve this skill set.

AIM WA Skill Set Fee

Member Type	Assessment Pathway Fee
Non-Member	\$840
Member	\$700



Self-Assessment Questionnaire

As you read through each unit description, tick the relevant box in the 'Do you complete these tasks' column with the frequency in which you apply this standard in your workplace (Often, Sometimes, Never). This will indicate your capacity to gather quality evidence.

For full unit details please visit www.training.gov.au

If you already hold a listed unit of competency with AIM WA, or another training organisation, please check the box (already hold) as we may be able to provide you with a Credit Transfer towards the skill set. (You will need to provide us with a copy of the Statement of Attainment or Record of Results).

Please note: it is important to review each unit with your direct line manager and have them initial them, stating that they agree that you complete these tasks in your role.

The BSBSS00063 Team Leader Skill Set comprises of four (4) Units of Competency (UoC).

Please read through the details of each UoC below to gain an understanding of the requirements of the unit and check the appropriate box in relation to your experience.

Evidence will be collected through the following assessment methods:

1. A written Knowledge Question Assessment will demonstrate your underpinning knowledge and understanding for the requirements of each unit.
2. A Collection of work based evidence for each unit This evidence will demonstrate your ability to complete the required tasks consistently in the workplace (listed below)
3. A Personal Statement will require you to match the skills required for each unit of competency, to the tasks you currently undertake in the workplace.
4. A Third Party Report detailing the skills required for each unit, will require you and your direct supervisor/manager to give examples of how you meet the requirements in the workplace. This report must be signed off solely by your supervisor/manager.
5. Each assessment component is explained in greater detail in the Assessment Instructions document which you will gain access to once your enrolment has been finalised by our Assessment Team.



Name: _____ Contact Number: _____

How long have you been in your current role? _____ Years

How many years of industry experience do you have in this field? _____ Years

Unit Code and Title (Unit type) Application	Do you complete these tasks?			Already hold*	Manager initial
	Often	Sometimes	Never		
<p>BSBLDR401 Communicate effectively as a workplace leader</p> <p>Do you to communicate effectively as a workplace leader including understanding the context, choosing the right methods of communication to suit the audience and following up?</p> <p>This would include identifying the reason, context and personnel for the relevant communication, clarifying messages and engaging in communication activities and taking follow-up actions including maintaining records in line with organisational policies and procedures.</p> <p>This unit requires you to be a manager, supervisor or team leader who needs to communicate with other colleagues within the workplace.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>BSBLDR402 Lead effective workplace relationship</p> <p>Do you use leadership to promote team cohesion?</p> <p>This would include collecting, analysing and communicating information and ideas. Developing trust and confidence as a leader, developing and maintaining networks and relationships and managing difficulties into positive outcomes.</p> <p>This unit requires you to be motivating, mentoring, coaching and developing the team and forming the bridge between the management of the organisation and team members.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>BSBLDR403 Lead team effectiveness</p> <p>Do you plan and supervise the performance of a team, and develop team cohesion?</p> <p>This would include planning to achieve team outcomes, participating in and facilitating the work team and liaising with management.</p> <p>This unit requires you to provide leadership for the team and bridge the gap between the management of the organisation and the team members. This means 'managing up' as well as managing the team/s.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>BSBMGT402 Implement operational plan</p> <p>Do you implement operational plans by monitoring and adjusting operational performance, planning and acquiring resources and providing reports on performance as required?</p> <p>This would include implementing continuous improvement systems and processes, monitoring and reviewing performance and providing opportunities for further improvement.</p> <p>The role also includes planning activities to achieve the measurable, stated objectives of the team and the organisation.</p> <p>This unit requires you to be carrying out routine and non-routine methods and procedures which require planning, evaluation, leadership and guidance of others</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Unit Code and Title (Unit type) Application	Do you complete these tasks?			Already hold*	Manager initial
	Often	Sometimes	Never		
Total Scores					

What does this mean for you?

Total each column and reflect on how you have rated yourself.

Where you have ticked **“Never”**, it is also a requirement that while benefiting from attending the AIM WA training Course/s, you will also need support from your organisation to provide you with the opportunity to continue to build on these new skills and knowledge gained from the training Course, before commencing the assessment requirements.

Where you have ticked **“Sometimes”** you have the option to either attend AIM WA training Course/s to build on your already existing skills and knowledge and complete workplace activities to fully absorb the requirements of the unit.

If you **“already hold”** any of the above units of competency with another training organisation, you can apply for Credit Transfer (CT) for this/these units in the skill set. Please provide a copy of your Statement of Attainment or Record of Results for verification and apply for Credit Transfer using the Credit Transfer application form. (Link can be found on Enrolment form or on our website).

Any knowledge gaps identified through the enrolment process will need to be discussed with our Assessment Services Team by contacting them either by phone on (08)9383 8080 or via email assessments@aimwa.com.

Recommended Professional Development Courses

Course No.	Course Name	AIM WA Website Link to Course
104	The New Manager	The New Manager

Frequently Asked Questions

Please click on the link below:

[FAQ's](#)

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