



Australian Government

**Assessment Requirements for
BSBATSIW514 Represent your
organisation**

Release: 1

Assessment Requirements for BSBATSIW514 Represent your organisation

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- follow relevant protocols and codes of conduct when representing the organisation
- provide information about the organisation to others that promotes the work of the organisation
- collaborate effectively with relevant individuals and networks
- maintain information securely
- provide objective feedback to the board.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline business ethics, including codes of conduct
- explain concept of community control of organisations and how it may impact the way the organisation is represented
- describe cultural context in which Aboriginal and Torres Strait Islander boards operate, including their role in upholding traditional and cultural values, and how that might impact the way the organisation is represented
- identify geographic, social, economic and political contexts in which particular organisations operate and how these may impact the way the organisation is represented
- list organisational policies and processes in relation to representing the organisation
- explain the personal role and responsibilities of a board member
- summarise presentation techniques to provide information on the organisation
- identify relevant networks and media outlets
- name relevant protocols and cultural responsibilities that impact how the organisation is represented

- outline strategies for advocating on behalf of the organisation and its members
- describe techniques used to effectively represent the organisation in interviews.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the regulation, licensing and risk – ATSI governance field of work and include access to:

- participation on an actual or simulated board
- examples of relevant documents.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>