Australian Government

Department of Education, Employment and Workplace Relations

BSBATSIM417A Implement organisational plans

Revision Number: 1

ISC INDUSTRY SKILLS COUNCILS
Creating Australia's Future

BSBATSIM417A Implement organisational plans

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to guide the implementation of organisational plans.
	Some aspects of governance activities may be subject to legislation, rules, regulations and codes of practice relevant to different job roles and jurisdictions.

Application of the Unit

Application of the unit	This unit applies to individuals who are responsible for monitoring and guiding the activities of Aboriginal and Torres Strait Islander organisations.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Secure resources and funding to implement organisational plans	1.1. Review organisational plan to identify required *resources* and *funding sources* 1.2. Identify possible *partnership arrangements* 1.3. Follow *organisation's policies*, *practices and procedures* in obtaining resources and funding to implement plans
2. Oversee the implementation of organisational plans	2.1. Establish a *plan for implementation* that includes timelines and reporting requirements 2.2. Identify the roles and responsibilities of board members in implementation plan 2.3. Identify *key performance indicators* (KPIs) for plan implementation and use to monitor progress 2.4. Establish internal reporting strategies to inform board members of implementation progress 2.5. Undertake *contingency planning* in consultation with key stakeholders as required 2.6. Ensure procedures are in place to document planning and implementation outcomes
3. Monitor, review and evaluate implementation	3.1. Analyse implementation progress reports 3.2. Develop strategies to address *changing situations* when necessary 3.3. Make appropriate implementation decisions as required, including changes to plan 3.4. Evaluate the implementation of organisational plan

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.

Required skills
•   analysis and problem-solving skills to review changing situations and make appropriate decisions relation to monitoring the implementation of organisational plans •   communication and teamwork skills to work cooperatively with other board members, management and staff of the organisation, members, community and key stakeholders •   culturally appropriate communication skills to relate to people from diverse backgrounds and with diverse abilities •   organisational skills to ensure planning occurs according to established timelines and procedures •   initiative and enterprise skills to develop ideas and strategies to implement them

Required knowledge
•   concept of community control of organisations and how it may impact on organisational planning •   contingency planning strategies •   cultural context in which Aboriginal and Torres Strait Islander boards operate, including their role in upholding traditional and cultural values, and how that may affect the implementation of organisational plans •   geographic, social, economic and political contexts in which particular organisations operate and how these may impact on the viability of organisational plans •   key elements of implementation plans •   legislation and funding body requirements that may influence planning decisions •   methods for monitoring and reporting on plan implementation •   organisational policies, practices and procedures relevant to the development of organisational plans •   possible partnership arrangements with other organisations to achieve organisational objectives •   protocols and cultural responsibilities relevant to the development of organisational plans •   roles and responsibilities of board members •   sources of funding and other key resources relevant to implementing organisational plans

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Evidence Guide

EVIDENCE GUIDE	
The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the ability to: • develop an implementation plan that clearly identifies key activities, personnel, outcomes, resource requirements and timelines • establish strategies to monitor, review and evaluate implementation • solve implementation problems that may affect the plan.
Context of and specific resources for assessment	Assessment must ensure: • participation on an actual or simulated board • access to examples of relevant planning implementation documents • access to examples of issues that affect planning implementation • knowledge and performance are assessed over time to confirm consistency in performance.
Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: • observation of performance on a board or simulated board • direct questioning combined with reflection of practical board performance by the candidate • analysis of responses to case studies and scenarios • demonstration of techniques • observation of presentations • oral or written questioning to assess knowledge • observation of performance in role plays.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: • BSBATSIM416A Oversee organisational planning.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	
Resources may include:	• external consultants • financial resources • human resources • physical resources • pro bono support • technical resources.
Funding sources may include:	• business partnerships • donations • earned income • fundraising events • government funding and grants • membership fees • philanthropic grants • pro bono work.
Partnership arrangements may refer to:	• auspice arrangements • partnership with another Aboriginal and Torres Strait Islander organisation • partnership with a non-Aboriginal and Torres Strait Islander organisation • partnership with a business • resource sharing with another organisation.
Organisation's policies, *practices and procedures* may refer to:	• organisational culture • organisational guidelines that govern and prescribe operational functions, such as the acquisition and management of financial, human, physical and technical resources • standard operating procedures • undocumented practices in line with organisational operations.
Plan for implementation must include:	• key tasks and activities • key milestones and deliverables, such as results and KPIs • key stakeholders

RANGE STATEMENT

	• responsible person • resources required • timeline.
Key performance indicators:	• may refer to measures for monitoring or evaluating the efficiency or effectiveness of implementing the plan • may be used to demonstrate success and identify areas for improvement.
Contingency planning may refer to:	• changing planned outcomes • seeking further funding • reducing expenditure • rental, hire purchase or alternative means of procurement of required materials, equipment and stock • risk identification, assessment and management processes • strategies for reducing costs, wastage, stock or consumables • succession planning • using external consultants and labour.
Changing situations may refer to:	• community needs and markets • environmental factors • funding sources • government policy • legislation • partner relationships • project scope • timelines.

Unit Sector(s)

Unit sector	

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Competency field

Competency field	Regulation, licensing and risk - ATSI governance

Co-requisite units

Co-requisite units		