



Australian Government

Department of Education, Employment and Workplace Relations

BSBATSIM419A Contribute to the development and implementation of organisational policies

Release: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to work with other board members to develop and implement the organisation's operational policies to serve the organisation and the community effectively. Some aspects of governance activities may be subject to legislation, rules, regulations and codes of practice relevant to different job roles and jurisdictions.
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Application of the Unit

Application of the unit	This unit applies to individuals who are responsible for monitoring and guiding the development and implementation of organisational policies in Aboriginal and Torres Strait Islander organisations.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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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.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Design the process for developing policy	1.1. Work with other board members to establish a <i>policy development group</i> and develop a procedure for policy development 1.2. Consult the community where appropriate 1.3. Determine the need for expert advice 1.4. Delegate tasks to appropriate people
2. Obtain background information needed for policy development	2.1. Identify key areas of operation requiring policy development 2.2. Review relevant previous board decisions 2.3. Identify and review <i>additional information</i> required
3. Contribute to the drafting of policy	3.1. Provide input into the drafting of <i>policy for each area</i> of organisation activity 3.2. Check policy to ensure it reflects the vision of the organisation and <i>cultural issues</i> 3.3. Check policy to ensure it meets legal, constitutional and funding requirements 3.4. Provide feedback to the policy development group on draft policies
4. Approve policy	4.1. Provide an explanation of draft policy to <i>others</i> 4.2. Obtain and evaluate feedback 4.3. Propose amendments to draft policy where required in response to feedback 4.4. Work with board members to approve agreed policy 4.5. Ensure procedures are in place to document and store policy in an accessible form
5. Implement policy	5.1. Inform others of the board decision and the final policy 5.2. Review board decision to ensure it complies with policy 5.3. Evaluate organisational procedures to confirm consistency with policy
6. Review and amend policy as required	6.1. Review policy regularly to ensure the organisation's vision and values are maintained 6.2. Propose amendments to policy where appropriate 6.3. Ensure policy changes are documented according to organisational procedures

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- culturally appropriate communication skills to relate to people from diverse backgrounds and with diverse abilities
- communication and teamwork skills to consult with other board members, staff, members, community and others regarding policy development and implementation
- evaluation and decision-making skills to:
 - review draft and existing policies and procedures
 - propose new or changed policies
- information-gathering skills to obtain information required for policy development
- negotiation skills to work with others to develop acceptable policies and ensure their implementation
- oral, diagrammatic or written literacy skills to be able to gather and share information

Required knowledge

- concept of community control of organisations and how it may impact on the development and implementation of policies
- cultural context in which Aboriginal and Torres Strait Islander boards operate, including their role in upholding traditional and cultural values, and how that could impact on the development and implementation of policies
- equity and diversity principles that might need to be applied when developing and implementing policies
- geographic, social, economic and political contexts in which particular organisations operate and how these may impact on the development and implementation of organisational policies
- organisation's constitution, vision, purpose and current processes
- provisions of relevant federal, state or territory legislation and funding body requirements relevant to the content of particular organisational policies
- relevant protocols and cultural responsibilities that could impact on the development and implementation of policies

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:

- work with others to implement a policy development process
- contribute to policy development processes
- inform others of new and changed policies
- review and amend policies as required.

Context of and specific resources for assessment

Assessment must ensure:

- participation on an actual or simulated board
- access to examples of policies
- access to examples of relevant documents
- 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
- observation of presentations and group discussions
- oral or written questioning to assess knowledge
- observation of performance in role plays
- analysis of feedback from the community and stakeholders about performance.

Guidance information for assessment

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

Range Statement

RANGE STATEMENT	
<p>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.</p>	
<i>Policy development group</i> may include:	<ul style="list-style-type: none"> • board members • community members • expert advisers • staff members.
<i>Additional information</i> may relate to:	<ul style="list-style-type: none"> • examples of policies from other organisations • existing organisational policy • funding terms and conditions • relevant government policy documents • relevant research.
<i>Policy areas</i> may include:	<ul style="list-style-type: none"> • asset management • board processes • complaints • finance • occupational health and safety • programs and services • training • vision and values • workplace relations.
<i>Cultural issues</i> may include:	<ul style="list-style-type: none"> • family obligations • gender • protection of culture and heritage • protocols • traditional responsibilities.
<i>Others</i> may include:	<ul style="list-style-type: none"> • clients • community • other organisations • staff.

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Regulation, licensing and risk - ATSI governance
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Co-requisite units

Co-requisite units		