Australian Government

CSCORG017 Coordinate the implementation of change

Release: 1

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Modification History

Release	Comments
1	This unit was released in CSC Correctional Services Training Package release 1.0 and meets the Standards for Training Packages.
	This unit supersedes and is equivalent to CSCORG504A Coordinate the implementation of change.

Application

This unit describes the skills required to plan for, implement and evaluate change in the workplace.

This unit applies to those working in general and specialist areas in a range of occupational areas.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to use of resources and process for effecting change.

Those undertaking this unit work autonomously, occasionally accessing and evaluating support from a broad range of sources. The role requires planning, organisation and high level communication skills.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Organisational administration and management

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Plan for change	1.1 Create opportunities to develop and communicate solutions to problems and issues in the workplace.
	1.2 Use group processes to assess proposals to determine the benefits

	and costs of change and advise key people of the outcomes.
	1.3 Ensure that all key people are involved in developing a change management strategy and plan according to legislation, policy and procedures.
	1.4 Ensure plans for implementing change demonstrate an awareness of the political, resource and industrial context.
2. Implement change in the workplace	2.1 Determine resources required to implement change and allocate as required and according to priorities.
	2.2 Provide direction and support in the change process to team members to enable commitment and a collective focus.
	2.3 Promote cooperation from key people to assist in and support the implementation of change.
	2.4 Provide information on the operational aspects of change within the work unit routinely to colleagues.
	2.5 Organise training to develop awareness and skills needed by staff to benefit from change where required.
3. Evaluate change	3.1 Develop feedback and monitoring mechanisms to ensure implementation of change meets strategic plans and objectives.
	3.2 Monitor the impact of change and evaluate progress and issues according to evaluation mechanisms.
	3.3 Provide feedback on the impact of change to key people as input to planning and policy development and reporting.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
		Learning					Reading					Writing				Oral communication					Numeracy N/A			

Performance variables

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
		Support					Context					Text complexity					Task complexity		

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide
http://www.govskills.com.au/guides/correctional-services/foundation-skills-guide on the GSA website.

Unit Mapping Information

Supersedes and is equivalent to CSCORG504A Coordinate the implementation of change.

Links

Companion Volume implementation guides are found in VETNet -
https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=114e25cd-3a2c-4490-baae-47d68dcd2fde

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