



Australian Government

Assessment Requirements for CSCORG049

Organise and chair meetings

Release: 1

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Modification History

Release 1. This is the first release of this unit of competency in the CSC Correctional Services Training Package Release 5.0

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least two occasions and include:

- identifying and clarifying the objectives, purpose, and context of meetings
- organising meeting to ensure that sufficient time and resources are available
- providing the right level of leadership to progress the purpose of the meeting
- discouraging digressions, unhelpful arguments, and negative trends in discussions
- actively listening, summarising, paraphrasing, and clarifying to reach mutual understanding
- identifying interpersonal styles and participation methods of different participants
- using questioning and paraphrasing to progress decision making
- making contributions to the meeting that are clear, concise, relevant, and constructive
- documenting meeting outcomes
- following up on action items.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- organisational procedures for preparing, chairing, and following up meetings
- leadership styles and methods
- techniques for consultation, participation, and conflict management
- principles of active listening, questioning, clarifying, and rephrasing
- different cultural practices and expectations for consultation and decision making, including who should participate
- ways of adapting communication to meet different information needs and circumstances of different audiences
- strategies to make people feel confident, valued, and respected in their participation and contributions
- the importance of time management
- terms of reference.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

Companion Volume Implementation Guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=114e25cd-3a2c-4490-baae-47d68dcd2fde>