



**Australian Government**

# **CSCORG049 Organise and chair meetings**

**Release: 1**

# CSCORG049 Organise and chair meetings

## Modification History

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

## Application

This unit describes the skills and knowledge required to prepare for and chair a meeting and take follow up action.

An individual undertaking this role may work autonomously drawing upon support from a range of established resources. The role requires organisation and high level communication skills.

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.

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

## Pre-requisite Unit

Not applicable.

## Competency Field

Organisational administration and management

## Unit Sector

Not applicable.

## Elements and Performance Criteria

### ELEMENTS

Elements describe the essential outcomes.

#### 1 Prepare for meeting

### PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

**1.1** Determine meeting objectives, participants, and terms of reference if applicable

**1.2** Ensure stakeholders are given sufficient preparation

time and information to allow them to contribute effectively in accordance with organisational requirements

- 1.3** Ensure venue and other resources are appropriate for the nature of the meeting
  - 1.4** Allocate discussion time in a way that is consistent with the importance, urgency and complexity of the key points
  - 1.5** Create and distribute an agenda in advance of the meeting in accordance with meeting protocols
- 2 Chair meeting**
- 2.1** Conduct the meeting in a way that follows organisational protocols and achieves the objectives within the allocated time
  - 2.2** Acknowledge the contributions and viewpoints of others and encourage discussion in a constructive manner
  - 2.3** Provide information and summaries clearly and at appropriate points during the meeting to assist in mutual understanding and agreement
  - 2.4** Discourage unhelpful arguments and digressions courteously and with positive direction
  - 2.5** Encourage constructive feedback from those attending and use to improve the effectiveness of future meetings
  - 2.6** Close the meeting by summarising the meeting outcomes and further actions
- 3 Take follow up action**
- 3.1** Provide clear, accurate and concise information about decisions and recommendations made at the meeting to relevant stakeholders
  - 3.2** Document decisions clearly and follow agreed practice for the distribution of minutes
  - 3.3** Follow up any action items identified in allocated timeframe

## Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of

competency.

## **Range of Conditions**

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Correctional Services Training Package Companion Volume Implementation Guide.

## **Unit Mapping Information**

This unit replaces and is equivalent to CSCORG010 Organise and chair meetings.

## **Links**

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