



**Australian Government**

# **BSBATSIM412 Implement a businesslike approach**

**Release: 1**

## BSBATSIM412 Implement a businesslike approach

### Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

### Application

This unit describes the skills and knowledge required to adopt a businesslike manner in all aspects of operations.

It applies to individuals with a broad knowledge of the business or core functions of organisations who contribute their skills and knowledge to monitoring and guiding activities of organisations in the Aboriginal and Torres Strait Islander community.

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

### Unit Sector

Regulation, Licensing and Risk – ATSI Governance

### Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1 Identify businesslike attitudes	1.1 Discuss and describe differences between businesslike and non-businesslike attitudes 1.2 Identify and document key differences 1.3 Identify and document differences within existing policies and programs
2 Implement businesslike practices	2.1 Modify and document present policies and programs appropriately to reflect a businesslike approach 2.2 Advise relevant stakeholders accordingly 2.3 Review, modify and document strategic and business plans

ELEMENT	PERFORMANCE CRITERIA
3 Review operations regularly	3.1 Review all operations from a businesslike perspective 3.2 Identify areas of concern and implement actions as appropriate

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

Skill	Performance Criteria	Description
Reading	1.2, 1.3, 2.1, 2.3, 3.1, 3.2	<ul style="list-style-type: none"> <li>Interprets information from a variety of sources to identify relevant and key information</li> </ul>
Writing	1.2, 1.3, 2.1-2.3, 3.1, 3.2	<ul style="list-style-type: none"> <li>Prepares strategic and business documentation for relevant stakeholders incorporating appropriate vocabulary, grammatical structure and conventions appropriate to text</li> </ul>
Oral Communication	1.1, 2.2, 3.2	<ul style="list-style-type: none"> <li>Interacts effectively in verbal exchanges, using active listening and questioning, to convey and clarify information</li> </ul>
Numeracy	2.3, 3.1	<ul style="list-style-type: none"> <li>Selects and interprets familiar mathematical information to consider statistical data, trends and resource implications of proposed strategies and operations</li> </ul>
Navigate the world of work	1.3	<ul style="list-style-type: none"> <li>Monitors adherence to organisational policies and programs and considers own role in terms of its contribution to broader goals of work environment</li> </ul>
Get the work done	1.2, 1.3, 2.3, 3.1, 3.2	<ul style="list-style-type: none"> <li>Plans a range of routine tasks, accepting stated goals and aiming to achieve them efficiently</li> <li>Takes responsibility for the outcomes of routine decisions related directly to own role</li> </ul>

## Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

<b>Code and title current version</b>	<b>Code and title previous version</b>	<b>Comments</b>	<b>Equivalence status</b>
BSBATSIM412 Implement a businesslike approach	BSBATSIM412B Implement a businesslike approach	Updated to meet Standards for Training Packages	Equivalent unit

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>