



Australian Government

BSBATSIM417 Implement organisational plans

Release: 1

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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 guide the implementation of organisational plans.

It applies to individuals who are responsible for monitoring and guiding activities of Aboriginal and Torres Strait Islander organisations.

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 Secure resources and funding to implement organisational plans	1.1 Review organisational plan to identify required resources and funding sources 1.2 Identify possible partnership arrangements 1.3 Follow organisation's policies, practices and procedures to obtain resources and funding to implement plans
2 Oversee implementation of organisational plans	2.1 Establish a plan for implementation 2.2 Identify roles and responsibilities of board members in implementation plan 2.3 Identify key performance indicators (KPIs) for plan implementation and use to monitor progress 2.4 Establish internal reporting strategies to inform board members

ELEMENT	PERFORMANCE CRITERIA
	<p>of implementation progress</p> <p>2.5 Undertake contingency planning in consultation with key stakeholders as required</p> <p>2.6 Ensure procedures are in place to document planning and implementation outcomes</p>
3 Monitor, review and evaluate implementation	<p>3.1 Analyse implementation progress reports</p> <p>3.2 Develop strategies to address changing situations when necessary</p> <p>3.3 Make appropriate implementation decisions as required, including changes to plan</p> <p>3.4 Evaluate implementation of organisational plan</p>

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	1.1-1.3, 2.2, 2.3, 3.1, 3.4	<ul style="list-style-type: none"> Gathers, interprets and analyses a variety of textual information from a range of sources and identifies relevant and key information
Writing	2.1, 2.4-2.6, 3.2, 3.3	<ul style="list-style-type: none"> Uses clear vocabulary, grammatical structures and conventions appropriate for target audience when completing and updating workplace documentation
Oral Communication	2.5	<ul style="list-style-type: none"> Participates in verbal exchanges using clear language, suitable syntax and tone to address and disseminate information to a variety of individuals Uses active listening and questioning to convey and clarify information
Numeracy	1.1, 2.1, 2.3	<ul style="list-style-type: none"> Interprets numerical information and applies mathematical calculations to determine resources, KPIs and time requirements
Navigate the world of work	1.3	<ul style="list-style-type: none"> Monitors adherence to organisational policies and procedures and considers own role in terms of its contribution to broader goals of work environment
Get the work	1.1, 1.2, 2.1-2.5,	<ul style="list-style-type: none"> Applies formal processes when planning more complex tasks, producing plans with logically

done	3.1-3.4	<p>sequenced steps, reflecting an awareness of time, resource constraints and the needs of others</p> <ul style="list-style-type: none"> • In more complex non-routine situations, uses formal decision-making process with support, setting or clarifying goals, gathering information and identifying and evaluating best options against predetermined criteria • Applies formal problem-solving processes, breaking complex issues into manageable parts and identifying and evaluating several options for action • Understands and explicitly applies some basic principles of analytical and lateral thinking
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Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Plan for implementation must include:	<ul style="list-style-type: none"> • key tasks and activities • key milestones and deliverables, such as results and KPIs • key stakeholders • responsible person • resources required • timeline • reporting requirements
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBATSIM417 Implement organisational plans	BSBATSIM417A Implement organisational plans	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>