



**Australian Government**

**BSBATSIM419 Contribute to the  
development and implementation of  
organisational policies**

**Release: 1**

## BSBATSIM419 Contribute to the development and implementation of organisational policies

### 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 work with other board members to develop and implement the organisation's operational policies to serve the organisation and the community effectively.

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 Design process for developing policy	1.1 Work with other board members to establish a policy development group and develop a procedure for policy development 1.2 Consult the community where appropriate 1.3 Determine need for expert advice 1.4 Delegate tasks to appropriate people
2 Obtain background information needed for policy development	2.1 Identify key areas of operation requiring policy development 2.2 Review relevant previous board decisions

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
	2.3 Identify and review additional information required
3 Contribute to drafting of policy	<p>3.1 Provide input into drafting of policy for each area of organisation activity</p> <p>3.2 Check policy to ensure it reflects the vision of the organisation and cultural issues</p> <p>3.3 Check policy to ensure it meets legal, constitutional and funding requirements</p> <p>3.4 Provide feedback to policy development group on draft policies</p>
4 Approve policy	<p>4.1 Provide an explanation of draft policy to others</p> <p>4.2 Obtain and evaluate feedback</p> <p>4.3 Propose amendments to draft policy where required in response to feedback</p> <p>4.4 Work with board members to approve agreed policy</p> <p>4.5 Ensure procedures are in place to document and store policy in an accessible form</p>
5 Implement policy	<p>5.1 Inform others of the board decision and the final policy</p> <p>5.2 Review board decision to ensure it complies with policy</p> <p>5.3 Evaluate organisational procedures to confirm consistency with policy</p>
6 Review and amend policy as required	<p>6.1 Review policy regularly to ensure organisation's vision and values are maintained</p> <p>6.2 Propose amendments to policy where appropriate</p> <p>6.3 Ensure policy changes are documented according to organisational procedures</p>

## Foundation Skills

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

<b>Skill</b>	<b>Performance Criteria</b>	<b>Description</b>
Reading	2.2, 2.3, 5.2, 5.3, 6.1	<ul style="list-style-type: none"> <li>Gathers, interprets and analyses a variety of textual</li> </ul>

		information from a range of sources and identifies relevant and key information
Writing	1.1, 3.1, 3.4, 4.1, 4.3, 4.5, 5.1, 6.2, 6.3	<ul style="list-style-type: none"> <li>Prepares strategic business documentation incorporating appropriate vocabulary, grammatical structure and conventions appropriate to text and audience</li> </ul>
Oral Communication	1.1, 1.2, 1.4, 3.1, 3.4, 4.1, 4.3, 4.4, 5.1, 6.2	<ul style="list-style-type: none"> <li>Participates in verbal exchanges using clear language, suitable syntax and tone to address and disseminate information to a variety of individuals</li> <li>Uses active listening and questioning to convey and clarify information</li> </ul>
Navigate the world of work	2.1, 3.1-3.3, 4.3, 4.5, 5.3, 6.1-6.3	<ul style="list-style-type: none"> <li>Develops and adheres to organisational policies and procedures and considers own role in terms of its contribution to broader goals of work environment</li> <li>Understands own legal rights and responsibilities and is extending understanding of general legal principles applicable in work environment</li> </ul>
Interact with others	1.1, 1.2, 1.4, 3.1, 3.4, 4.1-4.4, 5.1	<ul style="list-style-type: none"> <li>Selects appropriate form, channel and mode of communication for a specific purpose relevant to own role</li> <li>Cooperates and negotiates with others as part of familiar routine activities and contributes to specific activities requiring joint responsibility and accountability</li> <li>Recognises importance of building rapport to establish effective working relationships</li> </ul>
Get the work done	1.1-1.4, 2.1, 2.3, 3.2, 3.3, 6.1	<ul style="list-style-type: none"> <li>Applies formal processes when planning more complex tasks, producing plans with logically sequenced steps, reflecting some awareness of time and resource constraints and the needs of others</li> <li>In more complex non-routine situations, uses a formal decision-making processes with support, setting or clarifying goals, gathering information and identifying and evaluating best options against predetermined criteria</li> <li>Applies formal problem-solving processes when tackling an unfamiliar problem, breaking complex issues into manageable parts and identifying and evaluating several options for action</li> <li>Understands and explicitly applies some basic principles of analytical and lateral thinking</li> </ul>

## Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBATSIM419 Contribute to the development and implementation of organisational policies	BSBATSIM419A Contribute to the development and implementation of organisational policies	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>