Assessment Requirements for BSBGOV502 Recruit and coordinate committee members

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 2.0.

Performance Evidence

Evidence of the ability to:

- communicate effectively with a diverse range of people on issues relevant to committee membership and roles
- recruit, select and induct people for committee roles according to policies, procedures and legislative requirements
- coordinate people, processes and information for committee recruitment and induction purposes
- contribute to analysis and decision making on issues relevant to committee member recruitment.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- list relevant legislation and organisational policies relating to the employment of committee members, who may be unpaid workers
- outline a range of decision making techniques
- explain committee and management roles and responsibilities
- describe the organisational history, structure, core functions, code of conduct, constitution, policies and procedures, and reporting processes.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical committee recruitment and coordination activities and include access to:

- actual or simulated committee recruitment and coordination
- examples of committee role descriptions.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10