



Australian Government

BSBHRM611 Contribute to organisational performance development

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to contribute to organisational performance development, through contribution to planning, development and coordination of performance development programs.

The unit applies to individuals who contribute to planning, developing, coordinating, monitoring and evaluating organisational performance development. The program should develop and use tools that enhance learning. The program should be monitored and evaluated to ensure it explores and meets relevant stakeholder's learning needs.

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

Unit Sector

Technical Skills – Human Resources

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. Contribute to planning of organisational performance development	1.1 Determine benefits of, and need for, organisational performance development 1.2 Define organisational performance development program purpose and objectives 1.3 Develop organisational performance development program plan with appropriate outcomes, in consultation with key stakeholders 1.4 Establish relevant management structures and wider support requirements

ELEMENT	PERFORMANCE CRITERIA
	1.5 Determine organisational performance development program modes and methods 1.6 Determine methods and resources required to report organisational performance development program outcomes 1.7 Develop means to report and collate outcomes of organisational performance development
2. Contribute to development of program tools and materials	2.1 Develop range of tools and resources according to organisational performance development program modes and methods 2.2 Establish organisational performance development procedures 2.3 Establish procedures and requirements encompassing key accountabilities and responsibilities
3. Facilitate organisational performance development	3.1 Ensure plans required for personal growth are developed by relevant stakeholders 3.2 Consider and address cultural differences and diversity issues in all organisational performance development communications 3.3 Use data and reporting tools and monitor organisational performance development
4. Evaluate organisational performance development program	4.1 Complete organisational performance development record-keeping and reporting requirements according to organisational policies and procedures 4.2 Evaluate organisational performance development program against agreed outcomes and report through relevant management structures 4.3 Document improvement opportunities for future organisational performance development programs based on program evaluation

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Reading	<ul style="list-style-type: none"> Interprets textual information obtained from a range of sources and determines how content may be used to meet requirements
Writing	<ul style="list-style-type: none"> Communicates complex relationships between ideas and information by creating reports Documents results of organisation performance program using required organisational formats

Oral Communication	<ul style="list-style-type: none"> • Uses appropriate language to provide information and encourage discussions • Applies listening and questioning techniques to check and confirm understanding
Self-management	<ul style="list-style-type: none"> • Adheres to organisational policies and procedures
Planning and organising	<ul style="list-style-type: none"> • Identifies and analyses issues to aid in decisions about appropriate modes, methods and resources
Problem solving	<ul style="list-style-type: none"> • Evaluates outcomes of decisions, considering results from a range of perspectives and identifying key concepts and principles that may be adaptable to future situations
Technology	<ul style="list-style-type: none"> • Uses digital tools to store, access and organise information about the mentoring program

Unit Mapping Information

No equivalent unit. Supersedes but is not equivalent to:

- BSBLED805 Plan and implement a mentoring program
- BSBLED806 Plan and implement a coaching strategy
- BSBLED807 Establish career development services
- BSBLED808 Conduct a career development session
- BSBLED809 Identify and communicate trends in career development
- BSBLED810 Develop human capital.

Links

Companion Volume Implementation Guide is found on VETNet -

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