Assessment Requirements for BSBMGT404 Lead and facilitate off-site staff

# Modification History

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

# Performance Evidence

Evidence of the ability to:

* implement strategies to facilitate work and provide guidance, supervision and support for off-site staff to meet agreed work outcomes
* facilitate communications with off-site staff, supervisors, managers and other relevant personnel to clarify roles and responsibilities, agree on work outcomes, maintain work relationships and manage performance
* apply feedback and performance management methods for off-site staff.

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:

* give examples of off-site work that are typical in the organisation or industry
* explain challenges that are likely to arise with off-site work and strategies to address them
* outline legal and ethical requirements and organisational policies and procedures that apply to off-site work.

# Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership field of work and include access to:

* relevant legislation and regulations
* relevant workplace documentation and resources
* case studies and, where possible, real situations
* interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

# Links

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